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| **Job title** | **HR and Administration Support Officer** |
| **Salary range** | 37 hours per week – Term time plus 2 weeksSalary Range: Bucks Pay Range 3Actual Salary range for 41 weeks £19,089 - £20,633 (37 hours per week)Consideration will be given to part time working hours |
| **Line Management** | **Communications, HR and Support Staff Manager** |
| **Purpose of the role** |
| The HR and Administration Support Officer is a pro-active role that supports the effective running of the Head’s office, as well as the management of personnel matters at Beaconsfield High School. The person in office provides support to the Head’s Office, is an integral part of the smooth running of the School and contributes to the compliant recruitment process for all staff. The HR and Administration Support Officer will also provide some cover for other roles from time to time and will support the Communications, HR and Support Staff Manager and school office in general administration tasks when workflows permit. |
| **Operational responsibilities** |
| Duties and responsibilities as HR and Administration Support Officer:* To provide administrative support for all HR matters on a general basis
* Proactively collate/ add to job description library which is held for all teaching and support roles, supporting department heads in preparation and amendment of JDs from time to time.
* Draft offer of employment letters and employment contracts
* Manage the administrative process when recruiting Teaching and Support Staff
* Maintain checklists for joiners, leavers, changes to contractual terms, statutory leave such as maternity and ensure that exit interviews are arranged with the relevant Governor
* Support the induction process for new staff
* Maintain and update the Staff Handbook
* Take notes in some HR meetings if appropriate
* Process leavers and archive files
* Support the designated SLT with the administration of Standards Tracker during the Performance Management Cycle
* Manage the E Learning portal for Staff training & Inset
* Check and facilitate high quality communications from the Headteacher's office
* Ensure all relevant paperwork is given to the Headteacher in advance of meetings and highlight any forthcoming meetings/events
* Deal with parent queries/callers and by generally acting as a filter for the Headteacher
* Generate commendation letters to students and other school events when required
* Generate commendation letters to staff
* Generate and acknowledge any relevant correspondence
* Provide efficient and effective organisation of all records/files connected with the Headteacher’s function
* In conjunction with the Communications, HR and Support Staff Manager provide effective and efficient administrative support for the Headteacher, e.g. Diary Management, Letters etc.
* Produce and distribute the weekly school bulletin in conjunction with the Headteacher and Communications, HR and Support Staff Manager
* To respond on behalf of the Headteacher, matters arising from the Data Protection and Freedom of Information requests in a timely fashion
* To arrange hospitality and refreshments for Headteacher’s visitors, meetings and school events as requested
* Support the Communications, HR and Support Staff Manager in the production of data and analysis reports to various stakeholders including the Headteacher and Senior Leadership Team, Governors, Heads of Year and parents
* Provide cover for Communications, HR and Support Staff Manager in their absence
* Support the timetable process by providing administrative support in the production, administration and development of the timetable
* Assist with the options process for Year 9 & 12
* Cover Reception & Reprographics as and when required
* In exceptional circumstances cover Registration or lessons for absent teaching staff
* Maintain strict confidentiality with all student and staff data with due regard to data protection
* Undergo any training required in order to perform duties effectively
* To carry out any other reasonable task at the request of the Head’s PA
* Maintain good general knowledge of the schools’ systems in order to carry out duties effectively
* Flexibly operate contracted hours to meet the needs of the school
* Have due regards for health and safety and safeguarding and promoting the welfare of children and young people and to follow all associated safeguarding and child protection policies at the school
* Be committed to the school's vision and purpose

This Job Description, although detailed may not cover all possible requirements and so the post holder will be required to undertake any other professional duties as reasonably delegated by the Headteacher. |
| Skills and Experience |
| The successful candidate will have: Excellent administrative skills.Excellent attention to detail and accuracy.Excellent communication skills, both verbally and in writing.Good IT skills including MS Excel skills. Ability to word process and present documents to a high standard. Experience of working with SIMS would be beneficial but training can be provided. Enjoy learning new skills and systems.Good organisational skills with the ability to work flexibly and proactively and adapt to different projects and requests and work to tight deadlines. A professional working ethic and commitment to raising standards in all areas of responsibility. Knowledge and understanding of the education sector and/or experience of working within a school environment would be desirable. |

June 2018

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.