

JOB DESCRIPTION

Post:	HR Administrator/Head teacher PA
Grade:	SO2
Hours:	35 hours per week, All Year Round
Responsible to:	Head Teacher and Director of Finance and Resources

MAIN PURPOSE OF THE JOB

1. To work with the Head teacher and Director of Finance and Resources to deliver efficient HR administration alongside the SLA provided by Lewisham HR team.
2. To provide a confidential personal assistant service to the Head teacher.

KEY AREAS OF ACCOUNTABILITY

HR:

- Ensure that all members of staff have an accurate and up to date SIMS personnel record including absence records.
- Enter all agreed Applications for Absence into staff records and into the SIMS cover module when appropriate, and ensure that the school diary is fully maintained.
- In conjunction with the Director of Finance and Resources maintain an accurate Single Central Register.
- Ensure that all return to work meetings are initiated and fully recorded
- Generate regular SIMS reports for SLT and Governors.
- In conjunction with the HT and DFR prepare adverts for staff recruitment
- With SLT, manage shortlisting and interview processes
- Complete all requests for references
- Complete a checklist of ID, right to work in the UK, certificates and references to ensure compliance with the requirements of safer recruitment for all new appointments.
- Manage all confidential correspondence between the SLT/governors/LA and staff members.
- Maintain leave records for all staff on non-teaching contracts
- Provide admin support for management of payroll and annual pay statements
- Support the production of welcome packs for visiting and new staff and deliver safeguarding inductions
- Check safeguarding clearance for supply staff and maintain records

HT PA.

- Manage the HT's diary
- Manage all correspondence
- Manage the administration of the exclusion process including preparation of packs for permanent exclusions.
- Meet and greet visitors for the HT
- Screen phone calls, requests for meetings and information
- Prepare papers for meetings
- Prepare reports and papers for governors
- Maintain files including hard copy of all governors' papers

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- Work with the clerk to governors to ensure timely and efficient distribution of governors' papers.
- Keep an accurate file of school policies and maintain the tracker for review
- Publish and maintain the annual calendar, keep the school diary and issue the weekly SLT bulletin
- Ensure that information on the school website is fully up to date and that notices to parents are published when required.
- Where required take minutes for meetings
- Gather information for and prepare a regular newsletter for parents

ADDITIONAL RESPONSIBILITIES:

All support staff roles at Deptford Green carry the following additional responsibilities:

- Becoming trained in First Aid to at least emergency responder level
- Taking part in examinations invigilation and duty rotas
- Complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Supporting diversity and ensure equal opportunities for all
- Contributing to the overall ethos/work/aims of Deptford Green School
- Developing constructive relationships and communicate with other agencies/professionals
- Sharing expertise and skills with others
- Participating in training and other learning activities and performance development
- Attending school events as required
- Undertaking any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section

PERSON SPECIFICATION

- Level 3 qualifications in a relevant discipline
- A*-C GCSE or equivalent in English and Maths.
- Excellent spoken and written communication skills
- Excellent ICT skills to include use of SIMS and Microsoft Excel
- Relevant experience of working as a PA in a fast-paced environment
- Evidence of a positive 'can do' personality underpinned by a resilient and flexible character.
- Evidence of good workplace attendance.
- The ability to communicate and influence others
 - orally, with clarity
 - on paper, clearly and succinctly
 - with staff, professionally
 - with parents, tactfully
 - at meetings, confidentially
 - with students, confidentially and diplomatically
- A highly organised, effective and efficient person
- An ability to take meeting minutes using a form of shorthand or speed writing
- An ability to pay meticulous attention to detail
- An ability to work independently
- An ability to prioritise conflicting work demands
- An ability to work from 08:00 during term time
- A clear understanding of, and commitment to, the safeguarding and wellbeing of young people