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**JOB DESCRIPTION**

**HR Administrator /Office Manager (PA to Business Director)**

**Job Title:** HR Support/Office Manager

**Reporting to:** Business Director

**Responsible for:** Receptionist, Administrators (including Admin Apprentice)

**Location:** Stratford, Newham, London and any other as directed

**Type of position:** Maternity cover from October 2017

**The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Criminal Records Bureau.**

**THE ROLE**

* To ensure the smooth running of LAE office and HR administration functions.
* Central oversight and filing of relevant statutory returns and school workforce census
* To be responsible for the efficient running of the Academy office and delegation of tasks to designated staff as appropriate;
* To ensure a high standard of administrative and management support in order to assist in the smooth running of all academy activities;
* To lead, organise and assure the administrative systems and processes within the academy;
* To lead the liaison with middle and senior leaders in delegating administrative tasks to appropriate members of the support staff team.
* Provide effective health and safety admin support
* Ensure the effective induction to the academy of all new starters and administer exit procedures for all leavers
* Provide effective HR admin support to the Head Master and Business Director
* To coordinate all staff safeguarding checks and documentation whilst maintaining the Single Central Register (SCR);
* Maintenance of accurate HR records

MAIN RESPONSIBILITIES

**HR Administration**

* Administer new starter processes including preparation of offer letters, contracts, induction packs
* Undertake personnel administration including holiday and sickness absence management
* Administer leaver processes
* Absence Management including ensuring receipt and filing of absence requests, return to work and sick certification forms
* Produce reports on absence and sickness records periodically
* Maintain the HR records
* Assist with keeping policies and procedures up to date
* Assist with ensuring compliance with HR procedures
* take notes during disciplinary/capability/grievance hearings and other meetings, and produce typewritten records
* Support the Head Master, Business Director and Assistant Head (Staff) with all aspects of staff recruitment as required
* Maintain the SCR
* Administer payroll when required

**Office Management**

* To ensure that administrative services contribute positively towards the Academy’s vision and ethos.
* Line management of the front of house reception service, admin staff and apprentices.
* Ensure the smooth and effective day to day running of LAE premises and systems
* Supervise contractors, office repairs and callouts from time to time
* Ensure the office is presented in a professional manner.
* Ensure cover for reception is in place.
* Ensure that the general office and CLT offices are well equipped, stock levels are maintained with all necessary stationery and other items.
* Provide sickness cover for other administrative roles.
* Monitor and manage any budgets assigned to the operation of the CLT offices and reception.
* Help provide an orderly, friendly and calm environment for parents, staff, children and visitors.
* Provide health & safety admin support including inductions and briefings

**Resources**

* Operate relevant equipment/complex ICT packages
* Manage uniform, bursary trips and any ‘shops’ within the school
* Undertake research and obtain information to inform decisions
* Assist with marketing and promotion of the school
* Manage administration of facilities including use of school premises
* Undertake financial administration procedures
* Assist with bulk photocopying and posting
* Assist with reprographics and visual displays from time to time as agreed with the Business Director or HMPA

**General**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
* Be aware of and support difference and ensure equal opportunities for all;
* Contribute to the overall ethos/work/aims of the school;
* Establish constructive relationships and communicate with other agencies/professionals;
* Attend and participate in regular meetings;
* Participate in training and other learning activities and performance development as required;
* Ensure office filing, staff handbook and document management is efficient and up to date.
* Act as a designated first aider.
* Ensure proper health and safety in own area or responsibility including accident reporting, risk assessments administration, adequate stocks of first aid supplies are kept
* Ensure compliance with Data Protection guidelines and ensure an understanding of the complexities involved in the management of confidential and sensitive information.

**The role has the following additional responsibilities, in common will all staff at LAE:**

* contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for each sixth former at LAE;
* ensuring that all sixth formers observe LAE policies relating to dress, behaviour and other matters, and that they take proper care of LAE’s environment and resources;
* contributing, as far as reasonably practicable, to the programme of extra-curricular activities (“ECAS”), which may sometimes require reasonable evening or weekend commitments, some of which will be offsite;
* leading or assisting offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided, at LAE’s expense);
* prioritising at all times the safety and well-being of the sixth formers by following the Welfare & Safeguarding policies;
* attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
* providing cover for absent colleagues, and participating in arrangements for sixth formers’ supervision during public examinations;
* participating in recruitment events such as Open Evenings and Assessment Days, some of which take place after 17.25 on weekdays or at weekends;
* maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
* Recognise own strengths and areas of expertise and use these to advise and support others.
* looking after one’s physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
* fulfilling any other reasonable duties, as requested by the Head Master, Business Director or Deputy Heads.

This job description is not exclusive or exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken has not been identified. The postholder may be required to undertake duties which are broadly in line with the above responsibilities

The post holder will also be expected to undertake any other tasks as reasonably required by the Head Master and Business Director to ensure the efficient and effective operation of LAE.

*August 2017*