

Job Description

Job title:	HR Administrator
School:	Olympic Primary Academy
Responsible to	Office Manager and HR Lead
Location:	Wellingborough
Salary:	NJC D 4-5 FTE £24,404 - £24,790
Contract type:	Permanent

Core duties

The administration team provides the first point of contact for staff, pupils, families and visitors to the school.

To provide administrative, financial and personnel management support to the Office Manager and Head of School

To be responsible to the Office Manager and Head of School for the effective and efficient management of financial and HR administrative systems within the school.

To be responsible to the Office Manager and Head of School for the development and maintenance of all HR administrative systems within the school.

To be responsible for the delivery of all the agreed LAT HR processes and practices alongside the Lion Academy Trust HR Manager.

General responsibilities

Financial Management

- Ensure the smooth running of the FMS/PS Financials systems and assist users, when required ensuring compliance with the Lion Academy Trust's Financial Management Policy in all procedures and processes.
- Place requisitions, process orders, reconcile invoices with supplies and services ordered
- Maintain petty cash impress, process, record and reimburse transactions.
- Record all transactions ensuring compliance with VAT criteria.
- Assist with lunch and school trips' monies using the Arbor system.
- Preparation and submission of accounts receivable invoices and subsequent collection and banking of all monies received.
- Physical transportation of cash and cheque banking to Lloyds TSB Bank.
- Deal with enquiries by telephone, in person and in writing from contractors, suppliers and other external agencies.
- Photocopying, filing and maintaining accurate financial records.
- To provide a service to all staff and stakeholders, in line with the school ethos.
- Any other duties as directed by Office Manager or SLT

Supplies and Services

- Research competitive quotes for supplies and services
- Organise, maintain and monitor contracts for services.

Personnel Management

- To be responsible for the creation, maintenance and monitoring of the Single Central Record to be compliant with DFE, EFA & OFSTED regulations.
- Assist the SLT and Office Manager with the recruitment process by scheduling and arranging the interviews at local level.
- To record and maintain all staff attendance information and submit monthly returns to the Head of School, Human Resources department (LAT) and payroll provider.
- To record and maintain all records/personnel files for all staff including agency supply staff confirming attendance, compliance with safeguarding, vetting information and school deployment in liaison with the Deputy Head responsible for school organisation.
- Creation and maintenance of long term supply staff to ensure compliance with safeguarding, right to work and qualification checks.
- To assist the SLT with maintaining personnel files, annual performance management, contractual changes, staff policy and information administration.
- Supporting the head of school in implementation of all agreed HR processes
- Administering starter, leaver and variation to contract forms and annual payroll information letters.
- To ensure that all HR correspondence is produced and circulated to staff in a timely manner.
- To support the head of school in managing sickness absence by complete return to work interviews for staff.

Administrative Duties

- To provide a service to all staff and stakeholders, in line with the school ethos.
- Ensure the smooth running of the administration network, with particular regard to SIMS, PS Financials and assist users, when required.
- Deal with enquiries by telephone, in person and in writing.
- General office duties associated with the role: filing, photocopying etc.

This will include:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Head of School.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- To share the Parent Advisory Board's commitment to safeguarding and promoting the welfare of children and young people.

External liaison:

- Liaise with relevant external agencies as appropriate, on specific teaching and learning issues relevant to your responsibility areas.
- Liaise effectively with parents/stakeholders/other schools to ensure excellent relationships between home and school in order to improve pupil's learning and behaviour. This includes being proactive in solving issues and reflecting a high stakeholder service to ensure that the relationships with parents and stakeholders impact positively on all pupils' outcomes.

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

Appointed Candidate's Name:

Date of Appointment:

Signature of Appointee:

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.