**Working hours** Full-time, term-time plus four weeks (41 working weeks)

Monday-Friday, 8.00am-5.00pm

(Applications for part-time hours would be considered)

**Salary** £28,363 Actual : (£31,650 FTE)

**Pension scheme** Local Government Pension Scheme

**Start date** ASAP

**Contract terms** Permanent

**Line manager** HR Manager

**Purpose of Role**

* **To provide accurate, timely and consistent administrative support across a range of standard HR tasks and responsibilities. To take ownership of, and be responsible for, a range of HR tasks and functions.**

**Key responsibilities**

* Proactive and accurate administration of recruitment processes (to include employees, agency workers and volunteers) in line with Safer Recruitment standards
* Accurate, timely and consistent record keeping. Updating and maintaining a range of HR databases. Ensuring that electronic and manual filing systems are consistently accurate and up to date.
* Staff Workforce Census - ensure Bromcom records are accurate and fully updated in preparation for the annual Staff Workforce Census submission.
* Ensure timely processing of probation and appraisal paperwork by line managers

**Specific tasks**

**Recruitment**

* Assist with drafting Job Descriptions and benchmarking for non-teaching roles
* Support the administrative elements of the recruitment process including preparing and posting job adverts, collating application forms and organising interview schedules/paperwork in liaison with the HR Manager
* Arrange interviews, liaising with candidates and selection panel
* Act as a member of shortlisting and interview panels as required
* Assist with producing interview questions, developing and maintaining a database of interview questions for all roles at LAET
* Arrange timely pre-employment/appointment checks/paperwork and preparing personnel files in line with Safer Recruitment standards and DBS protocols
* Draft offer letters in liaison with HR Manager
* Manage the accurate and timely entry of data onto our Single Central Register for all individuals engaged to work on the school site (this includes external service providers and regular volunteers)
* Ensure all pre-engagement checks are completed for agency workers and regular visitors by their respective employers and that relevant induction training is completed
* Assist the Finance and Operations Assistant with induction programs and welcoming new starters
* Add new starters to the New Staff Systems checklist
* Assist HR Manager and Deputy Head (Academic) with preparation for the annual LAET New Starter Day in liaison with Finance and Operations Administrator
* Carry out HR induction

**Absence management and staffing cover**

* Assist with monitoring the staff absence email address and LAET’s absence management records to allocate cover for classes, study spaces etc for pre-arranged and emergency staff absences
* Assist with inputting absence data into the relevant absence management systems (currently BromCom and eDays) when required
* Managing the process for staff absence requests, including updating relevant systems and communication with staff.
* Assist the Finance and Operations Administrator with monitoring of absence data and preparation of reports on absence, identifying any trends to raise with the HR Manager
* Ensure that Return to Work interviews are completed in line with the sickness absence policy, together with the HR Manager

**HR administration**

* Ensure the timely completion of probation and appraisal paperwork by our line managers, escalating any concerns to the HR Manager
* Co-ordinate the reviews process for flexible working requests, including the drafting of letters to staff in liaison with HR Manager
* Support the drafting of employment documents, such as contract change, pay award or promotion letters, as required in liaison with HR Manager
* Organise the schedule of DBS repeat checks with staff and undertake the necessary checks in liaison with the HR Manager and Business Director
* Preparation of the annual staff workforce CENSUS
* Assist the Finance and Operations Administrator with setting up new staff and arranging training on the iHasco online training system
* Assist the Finance and Operations Administrator with the maintenance of the all-staff training matrix, ensuring compliance training remains in-date
* Support payroll admin, if required
* Work closely with the Finance and Operations Administrator to ensure that general information and guidance in the all-staff drive and new staff induction packs is up-to-date
* If required, and with appropriate support from the HR Manager, to participate in, and develop an understanding of, employee relations cases such as grievance/disciplinary processes, performance management and family leave
* Write acceptance of resignation letters in liaison with the HR Manager
* Co-ordinate the leavers process, including archiving of staff data in line with GDPR

**Creation and Maintenance of HR Records**

* Add and configure all new starters on all HR Systems, keeping records up to date as working patterns or roles change, and as people leave
* Maintain the Terms & Conditions Spreadsheet
* Manage HR personnel records - paper and electronic, in accordance with statutory and audit requirements
* Add all new starters, regular visitors, volunteers, governors and contractors to the Single Central register (SCR) in a timely manner. Ensure that all required information is checked and recorded accurately on the SCR. Follow up on actions raised during the termly SCR Review meetings
* Regularly review and update the LAET Staff Directory and organisation chart to reflect any changes relating to new starters, leavers and changes to working pattern
* Maintain Bromcom personnel records, adding all new starters, keeping records up to date as working patterns or roles change, and as people leave
* Maintain Edays Personnel details, adding all new starters, keeping records up to date as working patterns or roles change, and as people leave

**General**

* Make suggestions to improve existing procedures based on experience of using those procedures.

**Support across the school**

* Proactively provide support where needed in other areas of the school e.g. working on the Canteen tills on a rota basis, covering Reception or exams invigilation

For further details on the position, please see the sections below for a detailed person specification, general responsibilities of LAE Tottenham staff members and general terms of the role.

**Part 1 - Person specification**

| **Essential professional criteria** | **How these will be confirmed** |
| --- | --- |
| **Qualifications**  Minimum 5 GCSEs, or equivalent, including Maths and English at Grade 4 (Grade C) or above  A-Levels or equivalent | Sight of original exam certificates / academic qualifications will be requested |
| **Knowledge/Experience**  Previous experience in a HR role or an administrative role with elements of HR practice (ideally within a school / education setting).  Experience of roles involving the ability to foster and forge positive working relationships. | Confirmation of former relevant employment will be requested  To be tested and discussed at the interview stage |
| **Skills and qualities**  Strong communication skills and an ability to build and maintain strong relationships with colleagues and stakeholders in a friendly and approachable manner.  Able to work proactively and manage own workload competently.  Able to apply initiative and solve problems.  A flexible and enthusiastic attitude.  High level of attention to detail and accuracy in all work undertaken.  Discreet, diplomatic and confidence in handling work of a highly confidential nature.  Excellent IT skills with the ability to use online systems to input data and draft reports. | There will be opportunities at interview to discuss experiences and examples that demonstrate these  Referees will also be asked about these skills and qualities |

| **Desirable professional criteria** | **How these will be confirmed** |
| --- | --- |
| **Knowledge/Experience**  Working towards a CIPD-qualification.  Safer Recruitment training. | Confirmation of former relevant qualifications will be requested |

**Part 2 – Further information**

**General responsibilities as a member of LAE Tottenham staff:**

* To promote a culture of aspiration for all of our students
* To be supportive and understanding of the differing needs of young people
* To play a full part in the CPD programme, including prior to the start of the academic year
* To take part in evening and weekend events as appropriate
* To model intellectual rigour and a can-do attitude
* To support an atmosphere of openness and honesty
* To care for all other members of the school community
* To show a genuine passion for social mobility

**Other Information**

* This Job Description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.
* The Job Description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.
* This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
* This Job Description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
* The post holder may deal with sensitive material and should maintain confidentiality in all school related matters.
* This role will involve flexibility in terms of working hours and days to be discussed at interview.

**Part 3 - Recruitment and selection policy statement**

We are committed to diversity and inclusion and proactively seek to recruit a diverse staff body.

The London Academy of Excellence Tottenham 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 Disclosure and Barring Service.

Please note that this role ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the [school's website](https://www.laetottenham.org.uk/) .

**April 2025**