



HR, Finance and General Administrator

Job Description

To support the HR Manager, Federation Business Manager & Finance Administrator, who work closely with the School's Senior Leadership Team, in their roles to ensure an efficient and effective delivery of service across all Koinonia Federation schools.

The position demands discretion and complete confidentiality on the part of the postholder at all times.

Main Responsibilities

Human Resources

- Undertake recruitment administration including the placing of adverts and application management. Ensure applications are processed in a timely manner and sent to the shortlisting teams once the adverts have closed.
- Ensure the interview panel have all relevant paperwork in good time and that individual campus administration teams are aware of interview schedules.
- To obtain references and verify these in all appointments.
- Completing all recruitment checks as necessary for the federation to remain compliant with safer recruitment legislation
- To progress DBS checks by issuing online forms; tracking and chasing returns, arrange meetings and authorising proof of identity for those being checked
- Undertake new starter induction process including arranging any in-house training, notifying IT, taking staff photographs and issuing staff ID cards and access fobs
- To assist the HR Manager in preparing and issuing contracts of employment, new starter packs, offer letters and variations to contracts.
- To support the HR Manager in maintaining personnel files, ensuring that all HR filing is up to date on a weekly basis.
- To support the HR Manager in ensuring that all electronic staff records are up to date on SIMS, iTrent and other relevant portals.
- To assist in ensuring high standards of HR service are maintained in good office housekeeping, dealing with matters face to face, on the telephone or via email in a professional and timely manner, referring issues to the HR Manager as appropriate.
- Ensure all leavers are processed correctly and taken off of all necessary lists, databases and all keys/passes and school property are returned.
- Ensure that all archiving is kept up to date in relation to all recruitment and staff files.
- Undertaking any other duties of a similar nature as required.

Finance

- Assist with placing orders during busy periods (e.g., end of the financial year)
- Check deliveries against purchase orders before marking them and releasing them to recipients.
- Co-ordinate supermarket deliveries and ensure they are allocated correctly.
- Keep filing up to date and organised.
- To assist with other Finance administrative duties as required.

General Administrative Support

- Undertake any other duties as requested by the Executive Headteachers and Principal commensurate with the grade.
- To support the reception and administration assistant by being an additional member of reception staff when needed. To answer telephone calls and engage with visitors, keeping detailed notes of all messages to pass onto the relevant member of staff.
- Deal with queries on the telephone, via e-mail and in person from a range of sources.
- Ensure that visitors have been appropriately vetted for safeguarding purposes
- Ensure a clean desk policy is maintained in the reception and adjacent areas.
- To Support Administrative related duties.

Person Specification

- Good working knowledge of Microsoft Software.
- Experience/understanding of SIMS or similar school information systems an advantage.
- An understanding of GDPR and Data Protection.
- Ability to pay attention to detail and be accurate.
- Ability to provide a high standard of administrative work.
- Ability to enter data accurately and efficiently.
- Ability to organise, schedule and adapt work tasks to meet conflicting deadlines and respond accordingly.
- Ability to work on own initiative and to organise and prioritise own workload.
- Ability to be polite, confident, approachable and courteous when dealing with people on the telephone, in person at all levels of the federation and with external agencies.
- Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team.
- Ability to maintain strict confidentiality at all times.
- Be flexible, organised, good at timekeeping/efficiency
- Minimum GCSE English & Maths (A-C or equivalent).