



Administration Assistant

Job Description

Core Hours: 7:50- 15.50 Term time plus 2 weeks

Based at: Spencer House (Monday- Thursday) and Wilberforce House (Friday)

Reports to: The Head of HR, Health & Safety, Compliance and Data Protection

1. School Secretary Cover

- Providing cover for the School Secretary for breaks, lunch as well as should either of the School Secretaries be absent.
- Provide First Aid when the School Secretary is not available to do so.

2. Club Administration and Coordination

- Maintain up to date clubs provision master documentation, including provision details, club descriptions and timetables
- Maintain up to date club provider records
- Maintain up to date club provider files Including accurate records on the school's Single Central Register
- Set up clubs in SOCS
- Coordinate room bookings
- Respond to parent queries
- Liaise with Finance re provider invoices

3. HR Support

- Draft job specifications and adverts and post vacancies on job sites as required
- Maintain accurate records of job applicants, including applications and supporting documents
- Coordinate interview scheduling, lesson observations, tours, and tasks.
- Prepare interview packs
- Complete safer recruitment checks for staff, supply staff, club providers, supply staff and visiting professionals
- Process DBS applications and complete DBS Update checks
- Create and maintain files for staff, club providers, and visiting professionals.
- Maintain digital staff records using Every HR and iSAMS HR.
- Manage new joiner administration, ensuring all required documentation is in place.

- Coordinate staff inductions, including preparing lanyards and induction materials.
- Maintain staff photo boards across both sites.
- Liaise with Marketing to ensure up to date staff pages on the school website
- Administer EduCare training and track completion
- Assist the Head of HR, Health & Safety, Compliance and Data Protection with any HR projects
- Coordinate the completion of annual staff declarations as well as DBS status checks.

4. Health & Safety, Compliance and Data Protection

- Maintain records in School's MIS for these functional areas and run reports as required
- Assist in ensuring that the school website as well as internal policy drive is up to date with relevant policies
- Maintain a tracker for all required Risk Assessments for school trips, event and workshops and ensure completion of submission and review
- Assist with the annual Risk Assessment Review
- To provide administrative support to the Head of HR, Health & Safety, Compliance and Data Protection.
- Support with all projects carried out by the Head of HR, Healthy & Safety, Compliance and Data Protection and the Assistant to the Head of HR.

5. Additional Duties

- Chaperone of the town centre shuttle bus.
- Break/ Lunch supervision duties as scheduled by the Deputy Head
- Any additional ad hoc duties or tasks as and when directed by the Head of HR, Compliance, Health & Safety and Data Protection or the Bursar
- Duties and responsibilities may change or expand in line with school needs.