

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*

**JOB DESCRIPTION**

**POST TITLE:** School Business Assistant (Human Resources)

**MEMBER OF STAFF:**

**GRADE:** 5

**RESPONSIBLE FOR:** N/A

**RESPONSIBLE TO:** School Business Services Manager (Human Resources)

**OVERALL RESPONSIBILITY:**

To provide administrative support within the Human Resources function of the school.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Maintain personal files for all staff and ensure that the SIMS Personnel database is kept up to date with changes to contractual information, personal information, absence and cover information.
2. Undertake payroll data entry tasks (e.g. mileage claims, additional hours, sickness absence).
3. Assist with administration relating to the recruitment process (issuing application packs, organising interviews, arranging pre-employment checks, entering equal opportunities data).
4. Assist with the administration of continuing professional development, including the appraisal process.
5. Administer arrangements for the Disclosure and Barring Service checks.
6. Provide administrative support for health and safety.
7. Administer cover for absent teaching staff:
   1. Receive notifications from teachers regarding unplanned and planned absences, ensuring that staff follow the agreed procedure when requesting absences.
   2. Decide on the most appropriate method of providing cover in any given situation whilst adhering to statutory guidance and local agreements.
   3. Ensure arrangements for cover are the most cost effective possible whilst also having regard to ensuring the minimum disruption to students’ education.
   4. Organise for the appropriate personnel to provide cover by:
      1. Undertaking a longer-term view of future cover requirements and responding to urgent or unplanned absences.
      2. Producing and publicising the cover list each morning which informs internal staff of the cover needs and the arrangements for cover.
      3. Liaising with employment agencies regarding the purchase of supply services.
      4. Liaising with supply staff employed directly by the school.
      5. Ensure that agency staff have the necessary experience to provide effective cover and that they have undergone the necessary pre-employment checks. Update the school’s Single Central Record with details of agency staff.
      6. Build and maintain effective working relationships with supply teachers, supply agencies and other teachers providing cover.
      7. Meet and greet supply staff, check their credentials, and ensure they understand their timetable and the necessary cover work.
      8. Place requisitions and process invoices and timesheets as appropriate to ensure correct payment of supply and agency staff ensuring adherence to financial regulations.
8. Ensure that information held meets the requirements of the Data Protection Act and that confidential information is dealt with sensitively.
9. Assist in the production of regular cover and absence reports.
10. Provide accurate management information as and when required.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.

1. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
2. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
3. Support the aims and ethos of the school.

5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.

6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.

7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**PERSON SPECIFICATION**

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|  | **Essential or Desirable** |
| **Experience:** | |
| Administrative tasks (e.g. typing, filing) | Essential |
| Working with electronic databases and MIS | Essential |
| Using ICT systems | Essential |
| Working as part of a team | Essential |
| Working in a Human Resources or payroll environment | Desirable |
| Working in a school | Desirable |
| **Qualifications:** | |
| Good standard of education at GCSE or equivalent | Essential |
| Evidence of continuing professional development | Desirable |
| 5 GCSEs grade C+ including English and Mathematics | Desirable |
| Relevant qualification (e.g. Payroll, HR) | Desirable |
| **Knowledge:** | |
| Understanding of the importance of safeguarding children and of safer working practice | Essential |
| Administrative processes | Essential |
| Data Protection Act | Desirable |
| Data analysis techniques | Desirable |
| Payroll and/or HR processes | Desirable |
| Basic understanding of conditions of service/ employment law | Desirable |
| **Skills:** | |
| Competent in using ICT word processing, spreadsheets, databases etc. | Essential |
| Ability to make effective decisions | Essential |
| Analytical and problem-solving skills | Essential |
| Data entry and manipulation | Essential |
| Ability to adhere to rules, regulations and follow instructions | Essential |
| Ability to work flexibly | Essential |
| Ability to recognise the need for and maintain a high degree of confidentiality | Essential |
| Ability to relate to teachers, other professionals, parents and students | Essential |
| Ability to work as part of a team and on own initiative | Essential |
| Ability to work calmly and professionally under pressure | Essential |
| Attention to detail | Essential |
| Ability to organise and prioritise work effectively and to deadlines | Essential |
| Good communication skills | Essential |
| **Attitudes and Values:** | |
| Commitment to school improvement and raising achievement for all students | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with young people | Essential |
| Takes responsibility and understands accountability | Essential |
| Committed to the needs of the students, parents and other stakeholders | Essential |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations | Essential |
| Adaptable to change | Essential |
| Ability to relate to and promote the school ethos | Essential |
| **Other:** | |
| Willing to self-improve / attend training | Essential |

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

Evidence will be drawn from some or all of:

* Letter in support of application
* Application form
* Response to questions during interview
* Test or task
* References