

Job Description

PD Cluster Administrator



POST: People Directorate (PD) Cluster Administrator

RESPONSIBLE TO: People Directorate (PD) Cluster Manager

GRADE: SCP 8-12 £23,817pa

KEY RELATIONSHIPS: PD Cluster Manager; Principal; Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning People Directorate Business Partner (PDBP), National staff including PD and Finance; Hub; other Oasis Academies.

LOCATION: Oasis Academy Shirley Park, Arena, Ryelands, Byron and Coulsdon

WORKING PATTERN: 5 days per week all year round. This role is not term time.

JOB PURPOSE:

Reporting to the People Directorate Cluster Manager, to provide a professional, efficient and effective PD administration service to the Academy/ies, undertaking PD administrative duties across the spectrum of PD activities including recruitment & selection of staff and maintaining the PD iTrent database, collating data and supporting with meetings and employee relations and other PD work streams

SPECIFIC RESPONSIBILITIES:

A. Recruitment, Selection and Appointment

- To provide templates and guidance to staff as required.
- To support with the process of vacancy approval ensuring policy is adhered to and the correct information is obtained in a timely manner.
- To coordinate interview/selection logistics including room bookings, diary management, scheduling and preparation of relevant materials.
- To provide the highest levels of support and information to Principal and Hiring Managers throughout the process, including specific information on advertising, pre-selection tools and techniques and recruitment timescales. Within any agreed SLA.
- To draft adverts for the positions you are advertising, ensuring they are well-written, engaging and following Brand guidelines.
- To obtain quotes and post adverts and marketing materials on the various job boards and recruitment media channels in a timely and accurate fashion, ensuring the best possible exposure for vacancies.
- To post vacancies on the Academy websites via the ATS (once implemented fully) and ensure the sites are kept up-to-date, removing vacancies once expired.
- To speak to prospective and active candidates, creating a positive first impression and ensuring that all requests for recruitment packs and other general queries are responded to swiftly and professionally.
- To administer the shortlisting process, ensuring compliant and timely completion.
- To coordinate interview set-up including finalising the schedule, calling candidates, sending invites and liaising with managers to ensure that all paperwork is sent prior to interview.
- To coordinate interview days, including room bookings, logistics and ensuring a professional and smooth recruitment process.
- On the day of interviews, to take copies of candidates' qualifications, right to work and DBS check documentation, ensuring appropriate accuracy and storage.
- To ensure all applicants are informed of the progress of their application either by phone or in writing.
- To ensure compliance with Oasis Community Learning's Recruitment and Selection Policy and Procedure at all times with a particular emphasis on safer recruitment.
- To collect and report data with regard to vacancies, turnover, exit interviews etc.



B. Onboarding, Contracts and New Starter Administration

- To send out reference requests for all shortlisted candidates, chasing responses and passing on to the relevant hiring/recruiting manager.
- To facilitate completion of DBS disclosures and other statutory recruitment checks including overseas police checks and TRA.
- To enter all relevant information into Midland iTrent for new starters, preparing and dispatching employment contracts and ensuring timely signature and return by individuals.
- In line with policy and legislation, to undertake electronic Barred List Checks, Management checks, Teacher Registration and Prohibition Checks and Disclosure and Barring Service checks across Oasis Community Learning.
- To administer pre-employment health assessments for newly appointed staff.
- To maintain spreadsheets and trackers to ensure all relevant People information is collected and maintained (e.g. DBS checks, dispatched and returned new starter paperwork and contracts etc.).
- When required, to audit new starter files and chase new employees for relevant documentation to ensure everything is in place prior to appointment commencing.
- To process contract variations through iTrent, ensuring the correct authorisations are in place, accurate entering of information and issuing of relevant paperwork to employees, updating databases and records for audit and compliance purposes.
- To be a Recruitment user of the online ebulk DBS check system, ensuring checks undertaken are carried out correctly and that we are compliant with legislation and policy.
- To produce electronic and hard copy personnel files, ensuring all information is obtained before the file is finalised and that the file is produced in line with the standard format.
- To support with the update and maintenance of the relevant Single Central Record (SCR) including entering all new starters into, adding agency workers, volunteers, contractors etc. and ensuring leavers are archived.
- To obtain checks for consultants, agency staff and casual staff in accordance with OCL Policy and record as required.
- To inform relevant departments of new starters and support with the organisation of new starter Induction, liaising with appropriate colleagues and ensuring new starter equipment is organised for the first day.

C. Payroll

- In liaison with Finance, to ensure correct details are processed on payroll for all staff and that new staff are added.
- In liaison with Finance, to operate and maintain the pay related processes in an efficient and effective manner ensuring that the monthly payroll is accurate and communicated to the Payroll contact to be paid on time.
- To be responsible for collecting data required for the monthly payroll and administer changes through the iTrent system required for starters/leavers, permanent amendment.
- To action along with Finance any changes in pay, hours, weeks, additional payments, increments etc), and temporary amendments (expenses, overtime, one off payments, attachment of earnings etc).
- To be responsible for the recording of monthly absence e.g. sick leave, maternity, and special leave, paid and unpaid by payroll deadline dates.
- To be responsible for answering pay related queries and relaying them to the appropriate party having sought advice, where necessary.
- To complete statutory salary updates as and when required.
- To distribute pay slips to Academy staff.
- To process documents and forms and ensuring forms are distributed accordingly in line with the payroll process.

D. Absence Management

- To track staff absences and return to work interviews.
- To liaise with Health and Safety champion to ensure all risk assessments are completed
- To ensure leave of absence requests are reviewed by the Line Manager/Principal and that staff are formally notified of the outcome of requests and personnel record and payroll is updated.
- To issue guidelines and paperwork to employees requesting all forms of family leave.



- To ensure family leave guidelines are followed as and when necessary and communicate with payroll keeping in touch days.
- To record holiday entitlements for support staff in liaison with their line managers.

E. General PD Administration, Data Management and Support

- To populate and maintain iTrent, adding new staff.
- To regularly complete filing related to PD in line with format of filing system.
- To provide data for DfE returns relating to absence and personnel including the Workforce Census.
- To track the Performance Management process alongside the PD Cluster Manager as well as line managers to ensure they are completed within agreed timescales.
- To conduct annual personal detail updates to ensure accuracy on all systems and records.
- To preparation letters for staff as directed on a range of PD areas.
- Under the direction of the PD Cluster Manager, to issue relevant letters to staff in relation to Employee Relations (ER) matters ensuring timelines are strictly followed, arrange meetings, take notes at meetings and ensure all paperwork including checklists are fully completed.

F. Other

- To assist with ad-hoc tasks, including general admin for the academy, as required during quieter periods of PD activities.
- To undertake other tasks as required as directed by the Cluster Manager.
- The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties, which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile.

G. Safeguarding children and young people

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

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The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of Oasis. The person undertaking this role will also be working with the administration team where required and agreed by the PD Cluster Manager, to ensure smooth running of the day-to-day office tasks where necessary.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

People Directorate Cluster Administrator Person Specification



Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Right to work in the UK. • GCSE or equivalent Level 2 qualification in English and maths 	<ul style="list-style-type: none"> • Level 3 qualification in Human Resources
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Previous administration experience • Excellent communication skills and the ability to prepare written work to a high standard • Excellent ICT skills • Accurate fast word processing (and a knowledge of Excel) • Ability to work effectively with a range of people – staff, outside agencies • Ability to prioritise work and deliver to tight deadlines • Understanding of the practical application of Equal Opportunities in an Academy context. • Ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English. 	<ul style="list-style-type: none"> • Experience in HR

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Friendly, articulate and customer focused. • Proactive and able to make sensible judgments when required. • Hardworking and conscientious with a flexible approach to work. • Calm and patient. • A team player willing to support colleagues. • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. • Have a willingness to demonstrate commitment to the values and behaviours, which flow from the Oasis ethos. 	<p>Willingness to undertake further training in order to develop and progress current skill set.</p>
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