



Christ the King Sixth Form

Job Description and Person Specification

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| Job Title: | Administrative Assistant (HR and CPD) |
| Responsible to: | HR/Personnel Manager |
| Core Job Purpose: | To provide a range of highly efficient and effective duties ensuring personnel systems are well organised, expertly delivered, provide exceptional quality and are very effective in supporting college and personnel processes. |

This main activities and responsibilities are to:

- 1.1 Input, maintain and manipulate relevant data using the College's Information and Recording systems, producing documents, reports and correspondence as required.
- 1.2 Use Microsoft Office applications expertly as required, maintaining accurate records and well organised comprehensive filing systems, both paper and electronically.
- 1.3 Produce well laid out and accurate letters, documents and reports for internal and external use.
- 1.4 Copy, collate and distribute documentation to relevant personnel.
- 1.5 Liaise with a range of people, ensuring that communications are accurate and reflect the efficient operation and ethos of the College, in accordance with College policies.
- 1.6 Liaise with senior management and external agencies to arrange cover staff.
- 1.7 Assist in the recruitment process of permanent and temporary staff.
- 1.8 Take part in the delivery of the induction programme for new staff.
- 1.9 Administer the staff development programme.
- 1.10 Manage systems for recording and monitoring staff absence.
- 1.11 Answer ad hoc queries from staff relating to a range of personnel issues, in a discreet manner and referring to the HR Manager as appropriate.
- 1.12 Support and contribute to a range of HR functions as required.
- 1.13 Taking part in professional development activities including appraisal.
- 1.14 Promote equal opportunities for students and staff.
- 1.15 Undertake other tasks as required by the Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the College.
- 2.2 A good standard of education to degree level or equivalent.
- 2.3 CIPD qualified or working towards it (desirable)
- 2.3 Highly proficient in the use of Microsoft Office applications especially Word, Excel and PowerPoint.
- 2.5 The ability to work with and manipulate data for a range of purposes
- 2.5 The ability to complete tasks independently within agreed timescales.
- 2.6 Strong organisational and time management skills, with the ability to prioritise tasks.
- 2.7 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.
- 2.8 A good confident telephone manner and strong oral and written communication skills.
- 2.9 The ability to work with a wide range of people both internally and externally and at various levels in the organisation.
- 2.10 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.
- 2.11 The ability to communicate well with young people and to have an understanding of some of the challenges they face.