



Star

## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

# **BUSINESS SUPPORT OFFICER – HR AND ADMINISTRATIVE SUPPORT**

## **JOB DESCRIPTION**

### **JOB PURPOSE**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

### **JOB SUMMARY**

1. Manage all administrative processes related to the HR function.
2. Provide administrative support for the resource and business functions of the school and its estate.
3. Provide administrative support for all aspects of business services.
4. Provide administrative support to the Principal and the Senior Leadership Team (SLT) as directed.
5. Provide cover for other members of the Business Support team.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

#### **1 Human Resource Administration**

- 1.1 Undertake all administrative processes related to the HR function, including recruitment and selection, appointments, pay, resignations, absence and contract changes.
- 1.2 Process personnel and payroll documentation, including appointment, termination and contractual change documentation.
- 1.3 Be responsible for the maintenance of up-to-date staff files in accordance with Trust protocols.
- 1.4 Maintain and update manual and computerised personnel records / management information systems.
- 1.5 Provide recruitment administration to the school and assist departments in the coordination of interview days and the recruitment processes.
- 1.6 Prepare and process all paperwork for new starters including DBS documentation, identity checks, qualification checks, references, and referee checks, liaising closely with the School Business Manager (SBM).
- 1.7 Assist the SBM with updating and maintaining the School's Single Central Record.
- 1.8 Maintain all staff absences and associated record keeping (i.e. Sickness Absence Forms, Special Leave Requests, Family Friendly Leave etc.).
- 1.9 Monitor staff absence, ensure all necessary self-certification forms are completed and liaise with the SBM on long term sickness absence and absence triggers.
- 1.10 Maintain absence records and ensure that all absence is recorded on the Trust systems.

- 1.11 Make Occupational Health referrals for staff in liaison with line managers, SBM and SLT.
- 1.12 Attend HR meetings and Formal Absence Review Meetings as a note taker, when required.
- 1.13 Efficiently process the administration of paperwork relating to the performance management process and CPD requests by staff.
- 1.14 Ensure inductions are carried out for all new staff.
- 1.15 Manage the probationary period processes.
- 1.16 Complete all leaver processes including issuing exit questionnaires, equipment, ID badges and keys are returned, notifying the SBM for any equalising pay calculations and the notification to payroll.
- 1.17 Ensure all Early Career Teachers (ECTs) are registered with the Trust.
- 1.18 Liaise with relevant external agencies of supply staff, ensuring that safeguarding requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks and timesheets for supply staff.

## **2 Administration**

- 2.1 Provide administrative support to the organisation and arrangement of trips and school events.
- 2.2 Provide business administrative support as identified by the Office Manager/SBM.
- 2.3 Provide cover for reception and administration duties including answering telephone, responding to standard queries, dealing with visitors, where appropriate.
- 2.4 Undertake and follow specified administrative procedures and processes in a professional manner.
- 2.5 Undertake confidential minuting of meetings as required by the school.
- 2.6 Support and assist with school events such as parent's evenings, open days etc.
- 2.7 Support the organisation, retention, protection, retrieval, transfer and disposal of school records.
- 2.8 Maintain manual and computerised records using Management Information Systems.
- 2.9 Provide administrative support in organising safety procedures, including fire drills.
- 2.10 Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

## **3 Other Responsibilities**

- 3.1 Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 3.2 Actively promote the ethos of the school within day-to-day activities, including taking part in lunch and/or break duties.
- 3.3 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 3.4 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 3.5 Contribute to the wider life of the Trust and the Star community.
- 3.6 Carry out any such duties as may be reasonably required by the Principal or Trust.

## **4 Records Management**

- 4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 GCSEs including English and Maths at grade 9-4/A*- C.	<b>E</b>	✓	
2.	NVQ 2 in relevant discipline or equivalent qualification or experience.	<b>E</b>	✓	
3.	Evidence of continuous professional development.	<b>E</b>	✓	✓
4.	Level 3 HR qualification.	<b>D</b>	✓	
5.	A-Levels or equivalent qualification in school or business administration.	<b>D</b>	✓	
<b>EXPERIENCE</b>				
6.	Experience of working in an administrative setting.	<b>E</b>	✓	✓
7.	Experience of HR Administration.	<b>D</b>	✓	✓
8.	Experience of arranging cover within an educational setting.	<b>D</b>	✓	✓
9.	Experience of using Bromcom or other Management Information Systems.	<b>D</b>	✓	✓
10.	Experience of working within an educational / school environment.	<b>D</b>	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
11.	Good literacy / numeracy skills.	<b>E</b>	✓	✓
12.	Effective use of ICT packages.	<b>E</b>	✓	✓
13.	Demonstrate good co-operative, interpersonal and listening skills.	<b>E</b>	✓	✓
14.	Ability to prioritise conflicting demands and manage effectively under pressure.	<b>E</b>	✓	✓
15.	Ability to work flexible hours to meet the demands of the role.	<b>E</b>	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
16.	Ability to take a problem-solving approach to tasks, and develop well thought through, valid solutions.	E	✓	✓
17.	Good knowledge of HR processes and systems.	D	✓	✓
18.	Knowledge of payroll processes and systems.	D	✓	✓
19.	Ability to build and maintain effective working relationships with a wide variety of people.	E	✓	✓
20.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
21.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational/academies' developments.	E	✓	✓
22.	Knowledge of schools' systems: Bromcom.	D	✓	✓
<b>PERSONAL QUALITIES</b>				
23.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
28.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
29.	Sympathetic to and supportive of the School/Trust Model and ethos of the Establishment.	E	✓	✓