



PRESTON MANOR SCHOOL

Upper School site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Stuart Taylor

Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com

HR AND DATA ASSISTANT INFORMATION PACK

Permanent vacancy

36 hours per week, Term Time plus an additional 10 days
Salary – Scale 5, spinal point 12 – 17 plus Outer London Weighting (£26,590 -
£28,939 pro rata)
circa £23,866 – £25,975 (inclusive of Outer London Weighting)

Required as soon as possible

Closing date: noon on Monday 30th January 2023
Interviews: date to be confirmed



Making School Memorable by Striving for Excellence



Dear Applicant,

Thank you for your interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to develop your career in a highly aspirational All-through school. Our Lower School currently has children in Reception through to Year 6 and our Upper School continues to develop the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages among a diverse and truly comprehensive school community. We are proud of the feedback from visitors we often receive on our positive ethos and how warm and welcoming our School is.

Our children and students respond to the challenges of learning with enthusiasm and excitement and are as keen to succeed as their teachers. Teaching and support staff are committed and hardworking, friendly and sociable and there is a strong emphasis on professional development in an innovative and supportive atmosphere.

Our School is underpinned by three core values: Ambition, Responsibility and Excellence. We are ambitious for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take responsibility for themselves as well as each other in our strive to achieve excellence for everyone.

I do hope that you will consider applying to join this successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher



Preston Manor is looking to recruit a proactive and innovative individual to assist in delivering excellent services within the school's HR and Data function. The successful candidate will need to:-

- Demonstrate an understanding and commitment to Preston Manor's Equal Opportunities Policy
- Be skilled in the use of Microsoft Office package, at intermediate level or above, in a working environment
- Have experience of working in a busy office environment (preferably in a school environment)
- Have general HR and/or Data experience and knowledge
- Have the ability to work with a broad range of software applications
- Demonstrate a positive and professional commitment to customer care
- Have excellent oral and written communication skills
- Be prepared to alter their working arrangements to meet the business needs when necessary
- Be committed to continuous professional development
- Work equally well either as a team member or under own initiative

Excellent organisational skills and a flexible working attitude are both essential.

Excellent communication, time-management skills and the ability to work under pressure are also essential for the role.

In return we will offer:

- Motivated, enthusiastic and ambitious students
- Friendly and supportive staff
- Well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development
- Staff Well-being

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974

(Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email **hadmin@preston-manor.com** or download the pack from our website at **www.preston-manor.com**

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

Purpose of Post

The Human Resources and Data Assistant under the direction of the Head of HR will provide a high level of administrative support to ensure the effective delivery of HR services within the school; with particular focus on recruitment, employee records and operational HR administration including supporting the HR Officer.

Under the direction of the Performance Data Manager, the HR and Data Assistant will also contribute towards providing a highly efficient and effective data support service within the school. This will primarily involve coordinating and organising all administrative tasks relating to school data; maintaining and updating all electronic information systems, processing and analysing information needed for statutory returns and for internal reporting.

Main Duties and Responsibilities

- Administer procedures and practices in accordance with statutory legal requirements, particularly in line with safer recruitment
- Support external contracts with external vendors to provide employee services
- Assist with the full recruitment process to ensure:
 - Adverts are placed on relevant internal and external advertising locations
 - Collate job applications for short-listing, arrange interview schedules, request references
 - Assist with candidates arriving for interview
 - Support the process of completing safeguarding checks for new staff
 - Support the DBS electronic application process as required and ensure all safeguarding requirements are met
 - Support the Head of HR with the completion of the single central record
- Support the management of the HR email account
- Support the process of completing safeguarding checks for new staff
- Update the schools information management system with new starters and leavers
- Support the management of the school assessment and reporting systems; including online tracking tools such as GO 4 Schools, Alps and FFT Aspire
- Assist in the maintenance and update of all electronic records of students and their assessment data to ensure:
 - All operational changes to the school timetable are applied in SIMS; this includes extracting and/or printing timetable reports as required for students
 - Student contextual data (i.e. Pupil Premium, ULNs etc.) is kept up-to-date
 - Assessment data collections and census returns are completed on time
 - External exam grades are accurately recorded on GO 4 Schools and Alps
- Assist the Performance Data Manager in providing management information and/or student statistics to teaching staff, the Senior Leadership Team (SLT) and the Governing Body
- Respond to Data queries that come in to the Data Team email inbox
- Support members of staff at different levels in their use of SIMS, GO 4 Schools
- Assist with the downloading of Key Stage 4 and Key Stage 5 exam results; preparing results for the Performance Data Manager to produce relevant statistics and analysis on results days for SLT. This will involve being in school for some of the Summer Holiday

General HR and Data Processes

- Maintain confidential staff and student files and records
- Maintain confidentiality and discretion at all times
- Manage the integration of various systems and data sources to deliver reliable and accurate imports and exports
- Appreciate and support the role of other professionals, establish constructive relationships and communicate with other organisations and individuals as required
- Participate in training and development activities and programmes
- Comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of:
 - Child protection
 - Health, safety and security
 - Confidentiality, and
 - General Data Protection Regulations
- Perform any other duties as requested by the Director of Finance & Operations / Head of HR / Performance Data Manager as commensurate with the post.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

*This is a description of the main duties and responsibilities of the post at the date of production. **The duties may change over time as requirements and circumstances change.** The person in the post may also have to carry out other duties as may be required from time to time.*

Responsibility for resources

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

Additional responsibilities

- Attend School based and other INSET to develop professional skills and keep abreast of current development in education

Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes.
- Demonstrate an understanding of the business aspects of schools.
- Experience of working in a fast-paced environment.

Abilities, Skills and Attributes

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries.
- Be able to work as a member of a team.
- Demonstrate absolute discretion, tact and diplomacy.
- Show initiative, drive and commitment to ongoing improvement.
- Be articulate and presentable.
- Be a creative problem-solver with the ability to think ahead.
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload.
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges.

- Be able to work under pressure and meet deadlines whilst producing work that is accurate.

Safeguarding / Child Protection

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

Preston Manor School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Maths and English – GCSE Grade A*- C equivalent

Desirable

- Degree or equivalent professional qualification
- Level 3 CIPD qualification
- Evidence of continued professional development and training within the area of data and statistics or ICT based systems

KNOWLEDGE AND EXPERIENCE

Essential

- Previous experience of administration
- Significant current knowledge and experience of using Excel and Word at intermediate level or above
- Working knowledge of business software applications, specifically data input and retrieval (SIMS)
- Excellent written and spoken English
- Ability to deal professionally with confidential information and an awareness of General Data Protection Regulations
- Evidence of producing work that requires a high level of accuracy and attention to detail
- Experience of working in a busy office and/or data driven environment
- A commitment to hard work and raising standards

Desirable

- Compliance and adherence to policies and procedures and codes of practice and awareness of relevant legislation
- Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation
- HR or recruitment experience
- Data analysis experience
- Experience of working in a similar role in a school

SKILLS AND ABILITY

Essential

- Strong ICT skills, current knowledge and experience of using Excel, Word and Google at intermediate level or above
- Ability to harness software and adapt processes to deliver service improvements/efficiencies (e.g. mail merge, create drop-down menus, apply hyperlinks etc.)
- Maintenance of school's databases (i.e. data input /retrieval)
- Ability to focus thoroughly when undertaking administrative tasks
- A keen eye for detail and the ability to work accurately at pace
- Ability to demonstrate effective interpersonal skills face-to-face and over the telephone
- Ability to communicate clearly and concisely, orally and in writing with a wide range of people
- Ability to prioritise own workload and work to challenging timelines and deadlines
- Ability to maintain office systems (e.g. filing, general databases, stationery stock control)

- Ability to demonstrate a flexible attitude and approach to tasks and working hours
- Ability to work as part of a team
- Ability to demonstrate commitment to the concept of diversity in the workplace
- Ability to work independently and have strong organisational skills
- Willingness to participate and play an active role in school life
- Ability to use own initiative and have a 'can do' approach
- A commitment to on-going personal development and willingness to undertake appropriate training
- Commitment to the highest standards of child protection and safeguarding

Desirable

- Ability to train staff in the use of the school's electronic information systems
- Ability to understand coding

EQUAL OPPORTUNITIES

Essential

- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities