



**Kingston**  
**Educational**  
**Trust**

## Candidate Information Pack

### HR Administrative Assistant

Fixed Term Six Month Contract



# HR Administrative Assistant

Kingston Educational Trust seeks an experienced administrator to carry out the HR related administration work and to provide support to the Head of People.

We invite applications from candidates with the following attributes for this role:

- Assisting with the recruitment process, including posting job vacancies, shortlisting candidates, scheduling interviews, and maintaining candidate records.
- Maintaining and updating employee records, ensuring all documentation is accurate and in line with compliance standards.
- Supporting the onboarding process for new staff, including induction coordination, document collection, and system setup.
- Assisting with employee queries related to HR policies, payroll, and benefits.
- Helping to coordinate staff training and professional development programs.
- Assisting with the administration of staff attendance, leave requests, and absence tracking.
- Contributing to HR projects and initiatives aimed at improving employee engagement and wellbeing.
- General administrative duties such as filing, responding to emails, and maintaining HR databases.

## Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- A written administrative task;
- Interview with Head Teacher and Head of People.

## Safeguarding and Safer Recruitment Statement

The Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

## Equal Opportunities

The Kingston Educational Trust is an equal opportunities employer, we value the diversity of our staff and pupils, and all our staff are equally valued and respected.



## Letter to Candidates from Ms Sophie Cavanagh, Executive Director

*Dear Candidate,*

*Thank you for your interest in Kingston Educational Trust (KET). I am delighted that you are considering joining our accomplished team. The opportunity to share in the architecture of a new Multi Academy Trust and be integral in its delivery at a strategic level is unique.*

*I am looking for a candidate who will assist me in ensuring that, as the trust develops, we remain true to the core values of the Trust of excellence in all that we do, educating the whole child and being fully integrated in and responsive to the needs of our local community.*

*You will join us at an exciting stage in our development. KET has been granted Multi Academy Status and we are looking to welcoming Fern Hill Primary to our trust in January 2022.*

*Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.*

*We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this exciting, central role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application. A member of our senior leadership team would be happy to talk to you about the role and the Academy, the staff and our pupils. Alternatively, you may call to discuss any questions you may have prior to submitting your application. You can contact Lisa Cruickshank on 0208 465 6200 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.*

*We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this exciting, central role.*

*I very much look forward to receiving your application.*

Ms Sophie M Cavanagh



**Executive Director  
Kingston Educational Trust**







## Background to the school

Kingston Educational Trust originally set up as a stand-alone trust has now been granted Multi Academy Trust status and is ambitious about providing high quality education for pupils in the local area. Kingston Educational Trust is a partnership between Kingston University, Kingston College and Royal Borough of Kingston. In 2015 The Kingston Academy became the first school set up by KET.

Kingston Educational Trust is looking forward to being joined by Fern Hill Primary School in January 2022.

The Kingston Academy's overriding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has seven year groups (Y7-13).

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education. All pupils will take either 9 or 10 GCSE subjects depending on whether they take separate sciences or the combined science award.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.

A distinctive feature of the school is our extended school day when pupils take part in our enrichment programme delivered by all teaching staff and external providers. There are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Enrolment in our enrichment programme is compulsory for pupils, but they are also encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.



# Benefits of working at Kingston Educational Trust

There are many benefits to working at Kingston Educational Trust including:

- Generous pay-scales, regularly paying 1% higher than National Pay Scales
- Access to subsidised Cycle to Work scheme
- Staff Laptop or Chromebook
- Subsidised study at Kingston University at Masters and Doctorate Level
- Flexible working arrangements on request
- Access to Employee Assistance Program, subsidised eye test and flu vaccinations.
- Work in a vibrant, supportive school environment where staff wellbeing is prioritised.
- Opportunities for professional growth and development.
- Be part of a dedicated HR team that is integral to the success of the school.



# HR Administrative Assistant – Job Description

<b>Post Title:</b>	<b>HR Administrative Assistant</b>
<b>Salary:</b>	<b>The Kingston Educational Trust Operations Pay Scale Grade E Point 9-15 £14,916.13 - £16,341.10</b>
<b>Reporting to:</b>	<b>Head of People</b>
<b>Hours:</b>	<b>24 hours per week; term time only</b>

## Core Purpose

All responsibilities apply to all schools in the Multi Academy Trust.

- To assist with the management of all aspects of staff information, payroll and staff files and keep MIS updated
- Keep accurate records of staff absence, payroll information and maintain staff files
- Administer recruitment processes alongside the HR Officer

## Specific Responsibilities

- To ensure that all Personnel records are complete, accurate, up to date, secure and confidential
- To assist in the recruitment process including placing adverts, preparing interviewer packs, booking rooms and filing of interview paperwork
- To assist with new joiner administration including seeking references, medical clearances and Disclosure and Barring Service (DBS) applications
- To ensure that all staff are compliant before employment date commences.
- To assist with maintaining the schools Single Central Record within the Trust is both up to date at all times, and compliant
- To ensure all staff leavers are processed on the MIS
- To keep all data and information of a sensitive nature secure at all times and to Handle all HR, recruitment and compliance information in a discreet manner
- Assist with the coordination of the induction programmes for all new starters
- Ensure BlueSky and MIS are kept up to date
- Assist with performance management process, including preparing supporting documentation
- Provide payroll information by answering questions and requests
- Maintain payroll operations by following policies and procedures
- To provide confidential administrative support to the Trust HR team
- Other administrative tasks as and when needed

## General Responsibilities

- To support and promote the values and ethos of Kingston Educational Trust
- To undertake such training as may be required
- Undertake supervision duties at break and lunch as required.
- To be aware of the responsibilities under GDPR and Data Protection Legislation for the security, accuracy and significance of the personal data held in the Trust systems
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the Trust
- To work in accordance with the Trust Health and Safety Policies and Procedure
- Undertake additional administrative duties as part of the Trust Central Team and assume other duties which may reasonably be required or delegated by the Head of People from time to time to meet the needs of the service.
- Undertake other duties as required in line with overall grading and purpose of the job.

## **Safeguarding**

The welfare and safety of pupils are the responsibility of all staff in Trust. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the Trust's procedures as set out in the school's within the Trusts Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

## **Additional Requirements**

- To support and promote the Trust's vision and values.
- To implement Trust policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the Schools within the Trust).
- To attend relevant external meetings.
- It is the post-holder's responsibility to carry out their duties in line with the Trusts's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

# HR Administrative Assistant – Person Specification

Qualities and Attributes	Essential	Desirable
<b>Qualifications</b>		
Good standard of education (minimum of good GCSEs or equivalent in English and Math)	✓	
CIPD Qualification (Desirable)		✓
<b>Knowledge and Experience</b>		
Experience working in a similar HR role	✓	
Experience working in Education Sector		✓
Good IT skills and confident in the use of Google Docs, Microsoft Excel & Word	✓	
Ability to communicate effectively on the telephone and in person	✓	
Strong attention to detail and able to produce work with a high level of accuracy	✓	
Good organisational and workload management skills specifically with the ability to prioritise own work and reprioritise when necessary	✓	
Able to work in an office environment that often demands high levels of concentration, while coping with frequent interruptions	✓	
Integrity and understanding of care needed with sensitive information	✓	
Able to respond to changing priorities	✓	
Able to manage a high volume workload	✓	
Able to analyse information	✓	
Good problem solving ability	✓	
An understanding of the importance of confidentiality	✓	
<b>Personal</b>		
Commitment to continuous professional development of yourself and others	✓	
Ability to relate well to all types of stakeholders for example students, suppliers and contractors, governors, local authority staff	✓	
A commitment to positive and healthy outcomes for young people	✓	
Ability to listen effectively and be sensitive to others	✓	
A demonstrable commitment to the safeguarding of students and child protection	✓	
A demonstrable commitment to equal opportunities	✓	



