



Job Description & Person Specification

Job Title: Administration Assistant

Scale: Scale 3

Job Purpose:

- To provide a confidential, professional and high-quality administration service to the HR and Recruitment Team
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Reporting Arrangements

Reporting to: HR Manager

Main Responsibilities:

- Provide confidential administrative assistance; including the preparation of documents and reports using Microsoft Excel, Word, Outlook and SharePoint.
- Being the first point of contact for the HR Team, directing calls to the most appropriate colleague, ensuring a friendly and professional manner, providing excellent customer service at all times.
- Submit reference requests, securely sharing with recruiting managers on receipt and complete reference forms for external organisations.
- Arrange meeting rooms, confirm diary appointments and arrange catering where appropriate.
- Assist in the administration of the onboarding process for new employees, ensuring the necessary documents are collected, cross-checked and stored in line with safer recruitment statutory guidelines.
- Administer medical appointments and the DBS application process.
- Pro-actively manage the administration of HR finance requisitions and invoicing through the Trust financial management system.
- Take notes, minutes and actions at HR related meetings.
- Support the administration of HR process improvements including automation of forms, updating materials and preparing documents for reprographics.
- Assist with systems administration e.g. password resets and creating accounts.
- Provide support to the wider team relating to health and wellbeing activity.

- Support with the accurate and efficient input of data using recruitment and HR systems when required.
- Support the management of legacy employee files and their transfer to secure electronic systems.
- Build effective relationships with key stakeholders to ensure a seamless and efficient service is provided at all times.
- Manage the new starter compliance process.

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ Adaptable | - Open to change, to be flexible. |
| ➤ Courageous | - Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - Treat others fairly and equally. |
| ➤ Engaged | - Involved/absorbed in your work, participate at all times. |

- **Value** - Add value to your role, your team and the Trust.
- **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
- **Motivated attitude.** - Pro-active, wanting to achieve goals, willingness to try, can do
- **Encouraging** - Giving/offering support and confidence to others, working together.
- **Navigator** - Providing guidance, leading when necessary.
- **Tenacious** - Perseverance, never giving up, whatever it takes.

Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	
Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience of working within a high volume administrative role in an office environment • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of prioritising workload effectively to gain maximum productivity • Experience of providing a first class customer service experience 	<ul style="list-style-type: none"> • Knowledge of Safer Recruitment Guidelines • Experience of working with confidential information • Experience of using Microsoft SharePoint
Skills	<ul style="list-style-type: none"> • Ability to work to a high degree of accuracy • Excellent time management – ability to handle varying volumes of work whilst remaining calm under pressure • Ability to organise own workload • Strong interpersonal skills • Ability to demonstrate engaging oral and written communication • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	
Other Qualities	<ul style="list-style-type: none"> • Self-motivated and proactive • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	