

Job Description

Post Title:	Administrative and Human Resources Manager	
Hours:	37.5 hours per week, 42 weeks a year	
Core Purpose		
The post holder will manage the HR administrative assistant and school reception. They will provide a confidential secretarial service to the Headteacher and support the Senior Leadership Team. They will manage the Single Central Record and staff files. The post holder is expected to act as an ambassador for the school in all matters. .		
The main purposes of the job are outlined below.		
Accountabilities	A) B) C) D)	To provide first class administrative and secretarial support to the Headteacher To provide support to the Senior LeadershipTeam for HR processes To provide a support service to the Clerk of the School's Governing Body. To ensure visitors and callers to the school are responded to and catered for in a professional and positive manner.
Responsible to:		Headteacher
Responsible for:		HR administrative assistant Reception
Salary/Grade:		Suffolk Grade 5 Point 16

Area of Accountability A

To provide first class administrative and secretarial support to the Headteacher

- Provision of secretarial and administrative support
- To ensure the Headteacher is kept up to date with all forthcoming meetings/events and prepare/research any documentation as a result of checking all relevant documentation.
- Be able to contribute to the writing of, production and reproduction of documents, briefing papers, reports and presentations.
- Organisation and attendance of meetings including minute taking where appropriate.
- Manage the Headteacher's diary to ensure effective time management.
- Being proactive in supporting the Headteacher manage output workflow and school deadlines.
- Screening and handling emails, telephone calls, correspondence and enquiries
- Maintain electronic filing for all reports, briefs and correspondence.
- To ensure required policies are updated and maintained on the website.
- To act in a proactive manner in all aspects of these responsibilities

Area of Accountability B:

To provide support to the Senior Leadership Team for HR processes

- To undertake the administration for various HR tasks, including offer letters, contract changes.
- To review applications for vacancies and liaise with the appropriate Senior Team Member to obtain an Interview Shortlist.
- To prepare Interview Schedules with the relevant Senior Team Member and organise local arrangements for the day on which the interviews will be held.
- To prepare Job Offer Letters to the successful candidate(s) and set out the supporting information required by the school.
- To provide successful candidates with the necessary forms to complete as part of the Application Process e.g. DBS Form, Occupational Health Form etc.
- To liaise with the trust on Contracts of Employment for new employees and Contract Variation Letters as and when required.
- To deal with any issues relating to completed forms from new starters, make appointments with key personnel, etc.
- To prepare schedules for each new starter's "Probation Period", raising any issues with the SLT throughout the process.
- Maintain the Single Central Record and training records.
- To minute HR related meetings and other ad hoc meetings if required

Area of Accountability C:

To provide a support service to the Clerk of the School's Governing Board

- Minute taking at sub-committee governing board meetings, as required.

- Administrative service to include liaison with the Clerk to the Governing Board in preparation and circulation of the agenda, collation and circulation of supporting papers within appropriate timescales and correspondence arising from full governing board meetings.
- Monitoring of committee and working group membership and other documentation to support the administration of the governing board.
- Maintenance of the official minutes book or file of signed minutes
- Liaison with the governing board members between meetings, as required.
- Uphold any code of practice adopted by the governing board and observe the rules of confidentiality.
- Ensure the Local Governing Body have all required information from the SLT before meetings (put on Governors Hub) and that the meeting schedule is maintained and shared.

Area of Accountability D:

To ensure visitors and callers to the school are responded to and catered for in a professional and positive manner.

- Give assistance to parents/carers that contact the school with day-to-day queries and problems, either by giving information or passing on queries to the appropriate member of staff.
- Provide back-up assistance to the other members of the Administration team in the school Office, including Student Services, covering first aid, lost property etc.
- Organise lunchtime Reception cover.
- Carry out appraisal reviews for the admin team.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the office are not excluded because they are not itemised.

These duties may be varied or added to in order to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Personal Specification

Formal Qualifications

Essential: GCSES including Maths and English

Background / Experience

Previous experience in a hectic office environment
Administrative role
Previous experience in leading a small team.
Computer literacy

Shorthand or speed writing capability
Experience of working within an educational environment

Other Qualities:

Excellent interpersonal skills; the ability to communicate effectively at all levels, and to assess and diffuse confrontational situations

Good organisational and personnel management skills

Professional, flexible and tenacious approach to work
Ability to cope with constant interruptions.

Ability to multi-task effectively

Genuine desire to help others combined with a firm approach where necessary.

Good telephone manner

Calm and methodical approach to work with good attention to detail

Confidentiality

Desirable: Willingness to adapt to change and learn new skills