

Hadrian Learning Trust Job and Person Description

Post Title:	Admin Assistant (Level 3), HR	Director/Service/Sector:	Children's Services
Band:	3	Workplace:	HMS and QEHS Part of HLT
Responsible to:	Trust HR Manager	Date:	May 2023
Job Description Ref:	SG3		

Responsible for:

Contact with young people: This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a, 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.

Job Purpose:

Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

Resources	Staff	Supervision and training of Level 1 & 2 administration staff as directed.
	Finance	Handling cheques, invoices and amounts of petty cash.
	Physical	Office Equipment, Accuracy and Security of Databases
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)

Duties and key result areas:

Key responsibilities linked to the role:

Administration and HR Process

1. Assist the HR Manager in the administration pertaining to the whole employee lifecycle.
2. Assist the Business Manager in the administration and monitoring of Health and Safety Systems.
3. Provide personal, administrative and organisational support to other staff including the HR Manager and Business Manager.
4. Processing of invoices and paperwork associated with the finance management of a school, as directed by the Business and HR Manager.
5. Undertake the administration of payroll systems and documents as appropriate and directed by the HR Manager.
6. Contract administration and production.
7. Assist the HR Manager in Single Central Record maintenance.
8. Assist in the administration and monitoring of volunteers and contractors on the school site.
9. Manage manual and computerized, cloud based, record and information systems e.g. SIMS/ Access
10. Analyse and evaluate information and produce reports and information as required
11. Undertake typing and word processing and complex IT tasks e.g. handling specific school-based record systems and databases
12. Provide organisational support to the Trust Board where directed.
13. Undertake the administration of complex procedures
14. Complete and submit complex forms and returns e.g. PLASC etc., including those to outside agencies e.g. DfES where required



General Organisational duties

1. Deal with complex reception/visitor etc. matters
2. Contribute to the planning, development and organisation of support service systems/procedures/policies
3. Organise school trips/events etc
4. Supervise, train and develop staff as appropriate
5. Operate relevant equipment and complex ICT packages
6. When supported by the Finance Manager, Monitor and manage stock within an agreed budget, cataloguing resources and undertaking stock audits as required
7. If required, manage any retailing activity that takes place within the school e.g. uniform sales/tuck shop etc.
8. Provide advice and guidance to staff, pupils and others
9. Undertake research and provide information to inform decisions
10. Assist with procurement and sponsorship where directed
11. Assist with the marketing and promotion of the school
12. Assist with the administration of facilities including the use of school premises if directed.
13. Undertake complex financial administrative procedures with support, if directed.
14. Manage expenditure within an agreed budget

Responsibilities

- Comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner and procedures relating to:
 - Safeguarding and Child protection
 - Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others.
 - Data protection
 - Confidentiality and data protection Reporting all concerns to an appropriate person.
- Support the school's policies that ensure equality of opportunity across a range of abilities
- Contribute to the overall ethos of the school and Work in such a way as to promote the ethos and vision of the school.
- Establish constructive relationships and communicate effectively with external agencies
- Attend and participate in regular meetings
- Participate in training and development as required.
- To undertake First Aider training appropriate with the role and nature of activity.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task



undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Work Arrangements

Transport requirements:	None but would be required to use own or public transport if on business.
Working patterns:	Monday to Friday
Working conditions:	Office based

PERSON SPECIFICATION

Essential	Desirable	Assess by
Knowledge and Qualifications		
GCSE grade 5 or above in English and Maths, or equivalent NVQ.	NVQ 3 Qualification or experience in a relevant discipline e.g. business administration. Experience of working in HR or Payroll function	(a), (t)
Experience		
Experience of developing and managing administrative systems	Clerical/Financial /Administrative experience gained within a school or educational setting	(a), (i)
Skills and competencies		
Effective use of ICT and other specialist equipment /resources Good ICT and keyboard skills Ability to work with children and adults Ability to work as member of a team Ability to self-evaluate learning needs and actively seek learning opportunities	Experience of educational ICT systems and/or other management information systems	(a), (i)



Physical, mental and emotional demands		
<p>Ability to work under the pressure of tight deadlines.</p> <p>Able to deal with conflict</p> <p>Able to demonstrate high levels of confidentiality and discretion.</p>		
Other		
<p>Willingness to participate in learning and development</p>	<p>Evidence of having undertaken learning outside of the work place</p>	<p>(a), (i)</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits