



St James Church of England Primary School Job Description

Job Title	HR & Admin Assistant
School	St James' Church of England Primary School and Nursery (part of the Diocese of Chelmsford Vine Schools Trust)
Grade	Band 2 – Whole Range
Working hours/weeks	25 hours/week 40 weeks per year
Reports to	Finance and Business Manager
Liaison with	Senior Leadership Team, Academy Trust & Governing Body, Teaching Staff & Support Staff and Pupils
Job Purpose	Maintain personnel, reception and other administrative work to ensure the provision of an efficient and effective service to pupils, parents, staff, governors and visitors to the school
Duties and Responsibilities	<p>To promote the Christian ethos within the school</p> <p>Personnel:</p> <ul style="list-style-type: none">• Maintain manual and computerised personnel records• Administration with the appointment, allocation and resignation of staff including pre-employment checks, payroll documentation and contracts• Maintain the Single Central Record and ensuring Ofsted compliance• Ensure all DBS procedures in school meet statutory requirements and school policy• Administration of staff absences (including maternity, absence meetings & Occupational Health)• Update PS People of all staff details including absence and employment details• Update PS People of all staff pay details and process monthly additional hours report• Administration in the recruitment of staff including adverts, job descriptions and assisting with the interview procedures• To maintain the staff database ensuring that staff records are stored securely, systematically and are easily accessible• Liaise with the Communications Officer on staff absence and be the main point of contact for external recruitment agencies• Administration of staff annual review letters and amending contracts where required.• Arrange appropriate professional development and training for staff• Liaise with the external Payroll provider and HR when required• Responsible for producing and submitting the School workforce Census <p>Welfare:</p> <ul style="list-style-type: none">• To provide care of children who are hurt or unwell, including liaison with staff and parents• To ensure all relevant paperwork is kept regarding accident/injuries at work• Deal quickly and calmly with emergencies, giving accurate information to the Emergency service when required. <p>Administration:</p> <ul style="list-style-type: none">• To take responsibility for the school reception and dealing with complex enquiries or difficult visitors to the school• Responsible for maintaining the school website

	<ul style="list-style-type: none"> • Working with the Site Manager and providing Administration support in the maintenance of the site which includes Purchasing, Quotes, Contracts and monthly update of Every online. • Responsible for the UIFSM register • Ensure that the consumable stock is stored in an accessible place and is replenished appropriately • To ensure all relevant paperwork is kept regarding accident/injuries at work • Responsible for administration and maintaining the school inventory at least annually. • Be responsible for the general security of the office and being one of the named responsible persons for opening (and closing at night) of the safe. • Cover office duties for other office staff when required • To ensure school security arrangements are always complied with, including the issue of visitors badges and signing in books • Any other duties requested by the senior leadership team • Administration of supplier public liability insurance
General	<ul style="list-style-type: none"> • Maintaining confidentiality • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION – HR & Finance Assistant

General heading	Detail	Examples
Qualifications & Experience	<ul style="list-style-type: none"> • Specific qualifications & experience 	<ul style="list-style-type: none"> • Experience of working in an school HR or admin role, providing support to a wide range of colleagues • A good standard of education which reflects the ability to communicate effectively including : <ul style="list-style-type: none"> ○ Preparation of reports ○ Correspondence ○ Experience of working in a school environment ○ Experience of managing PS People to provide key data for SLT/staff • NVQ 2 in Business Administration or equivalent • Experience of developing and administering personnel procedures and systems. • Experience of effective team working • Experience of planning work programmes to meet deadlines. • Experience of setting up and developing databases, gathering data and producing statistical reports in an informative and concise manner • Experience of working in an admin and /or personnel environment. • Proven experience of administrative work in a busy school/academy environment • Excellent communication skills • Strong IT skills
	<ul style="list-style-type: none"> • Knowledge of relevant policies and procedures 	<ul style="list-style-type: none"> • Working knowledge of general school policies and procedures
	<ul style="list-style-type: none"> • Literacy 	<ul style="list-style-type: none"> • Good reading and writing skills
	<ul style="list-style-type: none"> • Numeracy 	<ul style="list-style-type: none"> • Ability to count and undertake calculations
	<ul style="list-style-type: none"> • Technology 	<ul style="list-style-type: none"> • Ability to use Excel and Word plus other IT applications
Communication	<ul style="list-style-type: none"> • Written 	<ul style="list-style-type: none"> • Ability to produce accurate letters
	<ul style="list-style-type: none"> • Verbal 	<ul style="list-style-type: none"> • Ability to exchange verbal information clearly and sensitively with children and adults
	<ul style="list-style-type: none"> • Languages 	<ul style="list-style-type: none"> • Overcome communication barriers with children and adults
	<ul style="list-style-type: none"> • Negotiating 	<ul style="list-style-type: none"> • Ability to consult with internal staff and parents in an effective way
Working with children	<ul style="list-style-type: none"> • Behaviour Management 	<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy
	<ul style="list-style-type: none"> • SEN 	<ul style="list-style-type: none"> • Good Understanding and support the differences in children and adults and respond appropriately in relation to the role
	<ul style="list-style-type: none"> • Curriculum 	<ul style="list-style-type: none"> • Good understanding of the learning experience provided by the school in relation to the role
	<ul style="list-style-type: none"> • Child Development 	<ul style="list-style-type: none"> • Good understanding of the way in which children develop in relation to the role
	<ul style="list-style-type: none"> • Health & Well being 	<ul style="list-style-type: none"> • Understand the importance of physical and emotional wellbeing • Ability to support children who may be unwell

Working with others	<ul style="list-style-type: none"> • Working with partners 	<ul style="list-style-type: none"> • Understand the role of others working in and with the school
	<ul style="list-style-type: none"> • Relationships 	<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	<ul style="list-style-type: none"> • Team work 	<ul style="list-style-type: none"> • Ability to work effectively with other adults in the school • Ability to work on own
	<ul style="list-style-type: none"> • Information 	<ul style="list-style-type: none"> • Ability to provide timely and accurate information
Responsibilities	<ul style="list-style-type: none"> • Organisational skills 	<ul style="list-style-type: none"> • Good organisational skills • Ability to work accurately with attention to detail
	<ul style="list-style-type: none"> • Time Management 	<ul style="list-style-type: none"> • Ability to manage own time effectively
	<ul style="list-style-type: none"> • Creativity 	<ul style="list-style-type: none"> • Ability to follow instructions effectively
General	<ul style="list-style-type: none"> • Equalities 	<ul style="list-style-type: none"> • Demonstrate a commitment to equality
	<ul style="list-style-type: none"> • Health & Safety 	<ul style="list-style-type: none"> • Good understanding of Health & Safety
	<ul style="list-style-type: none"> • Child Protection 	<ul style="list-style-type: none"> • Understand and implement child protection procedures
	<ul style="list-style-type: none"> • Confidentiality/Data Protection 	<ul style="list-style-type: none"> • Understand procedures and legislation relating to confidentiality
	<ul style="list-style-type: none"> • CPD 	<ul style="list-style-type: none"> • Demonstrate a clear commitment to develop and learn in the role • Ability to effectively evaluate own performance and share knowledge with others