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**JOB DESCRIPTION**

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| **School:** | **West Norfolk Academies Trust – to be based at Springwood High School, but working between all 11 sites on an as-needed basis.** |
| **Job Title:** | **Confidential Administrator** |
| **Grade:** | **Grade F, Pts 12 – 17, (£22,183 – £24,491 FTE per annum (£11.50 - £12.69/hour). Please note that the salary will be pro rata.** |
| **Hours/weeks:** | **37 hours per week, 41 weeks per year (Term Time + 3 weeks)** |
| **Responsible to:** | **CFOO** |
| **Working With:** | **HR Assistant****CEO****Head Teachers****Payroll Manager****CFOO** |

**Purpose of the Job**

To provide high quality and confidential administrative support to the Trust HR department.

As a confidential Administrator you will be providing high quality, accurate administration support to the Trusts HR department under the direction of the Trusts HR assistant.

In addition, you will act as a conduit connecting Trust staff with the relevant contact within EPM (our external HR providers) and supply any administrative support as/when required.

Although this role will be based within our HR department, this is an administrative post so no HR experience is necessary. The post holder will be required to perform administrative tasks relating to HR, whist all guidance and legislative requirements will be provided by the Trusts external HR provider.

The post holder will need to possess a great deal of professionalism alongside excellent communication and administrative skills. This role will include handling material of a sensitive nature and the post holder will be required to maintain complete confidentiality and integrity at all times.

**Responsibilities**

* Assist with the co-ordination of recruitment across the Trust, including advertisement of vacancies, receipt and distribution of applications, and the maintenance of a log of all recruitment activity.
* Manage the Trust’s recruitment@ email address and ensure all enquiries from applicants and recruiters are dealt with promptly.
* Respond to routine HR enquiries from schools, by telephone and email, and refer staff to the Trusts external HR provider as appropriate.
* Maintain a policy matrix detailing when policies are next due to be reviewed.
* Direct members of staff to appropriate policies where required.
* Attend meetings and hearings to take minutes when required.
* Maintain a central database for the Trust’s performance management process, ensuring that all staff members are provided with the necessary documentation and a record of completion is retained.
* Generate sickness absence reports and analysis for all schools.
* Ensure key contractual dates are flagged and actioned, for example induction/probationary periods and end of fixed term contracts.
* Input new staff details on to an internal database where required.
* Liaise with new staff upon appointment, check and copy pre-recruitment documentation, qualification certificates etc. where required.
* Complete DBS submissions for new staff and monitor progress until clearance received, where required.
* File all personnel paperwork following recruitment.
* Make referrals for new staff online medical questionnaire.
* Make referrals for OH, Counselling etc. where directed by the HR assistant.
* Ensure confidentiality at all times.
* Any other adhoc duties as deemed appropriate to the grade and nature of this post.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English qualification or equivalent experience | **✓** |  | Appl |
| Level 2 Maths qualification or equivalent experience |  | **✓** |
| ICT qualification |  | **✓** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of working in a busy office role | **✓** |  | Appl/Int |
| Experience of a range of administration tasks | **✓** |  |
| Experience of using MS Office | **✓** |  |
| Experience of producing professional documents | **✓** |  |
| Experience of working in an Administrative support role.  |  | **✓** |
| Experience of working within an Education environment |  | **✓** |
| Experience of using a Management Information system |  | **✓** |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Excellent verbal and written communication skills | **✓** |  | Appl/Int |
| A professional approach to work, with clear understanding of confidentiality | **✓** |  |
| Work under pressure to meet deadlines. | **✓** |  |
| Use a solution focused approach | **✓** |  |
| Excellent ICT skills | **✓** |  |
| Excellent organisational skills | **✓** |  |
| Excellent interpersonal skills | **✓** |  |
| Willingness to learn and develop new skills | **✓** |  |
| Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people. |  | **✓** |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Self-motivated and ability to use own initiative | **✓** |  | Int |
| High expectations of self and others | **✓** |  |
| Face all challenges with a positive attitude to achieve the desired outcome. | **✓** |  |
| Positive Attitude to Work | **✓** |  |
| Flexible and adaptable to meet changing deadlines and peaks and troughs in workload | **✓** |  |
| Integrity, trustworthy, honest and open | **✓** |  |
| Able to prioritise and multi-task effectively | **✓** |  |
| Ability to be flexible | **✓** |  |

Appl = Application form Int = Interview Ref = Reference