



Job Description

JOB TITLE	HR Administration Assistant
JOB FAMILY	Office Admin
PHASE	Secondary
SALARY	Support Staff Pay Group 2
HOURS	35 hours per week, 38 weeks + 2 weeks NTT
REPORTING TO	Executive Assistant (EA) / Office Manager
RESPONSIBLE FOR	HR administration support, general administration and reception support

Job Purpose

To support the EA / Office Manager, providing varied HR administrative support, dealing with queries from members of staff, assisting with the administration of the academy's recruitment process and support the academy's onboarding and offboarding processes.

Duties and Responsibilities

- Provide administrative support to the EA / Office Manager in dealing with general HR queries from staff and escalate where appropriate
- Assist with the recruitment administration of new staff to the academy and with recruitment processes i.e. sitting on interview panels, as and when required.
- Assist the EA / Office Manager with the preparation of new staff files and ensure that all documentation and safer recruitment checks for new employees are complete.
- Assist with the administration of the staff onboarding and offboarding processes.
- Attend confidential HR meetings, including Absence Management and Disciplinary meetings, and take notes/ produce minutes if required.
- Submit relevant forms to the Trust HR Department to ensure that any changes to pay, contracts or employment are implemented in a timely manner.
- Administer staff absence information, adding onto the HR system and monitoring for absence management triggers.
- Administer the Absence Management process, ensuring relevant meetings take place and forms are completed; liaising with the HR central team as required
- Under the guidance of the EA / Office Manager, submit pay claims to the HR system.
- Retrieve and update information on manual and computer-based systems. Contribute to the effective organisation of the academy with administrative and clerical support.
- Ensure that communication with parents, staff and pupils is up-to-date and accurate.
- Undertake general administrative duties including word processing, filing, photocopying, reception duties, data entry and minute taking.



- To report any student and school issues in-line with the academy's policies and procedures.
- Undertake relevant training to develop your HR skills and knowledge.
- Be involved in extra curricula activities.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Portsmouth Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding



- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an HR Administration Assistant:

Name:

Signed:

Date: