



Job Description

(September 19)

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| Title: | HR Administration Assistant |
| Project Team: | Support Staff, Q3 Academy Langley |
| Reports to: | HR Manager |
| Grade: | 3/4 |
| Hours of Work: | 37 hours per week |
| Primary place of work | You will be required to work across various sites within Quaerere Academies Trust ("QAT") |

Key Duties and Responsibilities

- Provide a professional, efficient, confidential and proactive HR support service.
- Produce quality work that meets deadlines and is accurate and professionally presented.
- Ensure compliance with HR policies and procedures.
- Be the first point of contact for HR related enquiries.
- Deliver excellent customer service at every opportunity.
- Provide administrative duties including confidential work, routine correspondence and filing.
- Ensure compliance with the Data Protection Act at all times.
- Administer all paperwork for the on-boarding process of new employees.
- Administration of all pre-employment checks in accordance with the QAT's Recruitment Policies.
- Maintain, organise and produce resources associated with staff induction, including account set up for Level1 Safeguarding Training.
- Ensuring the Facilities Manager is aware of all new starters in order that relevant fire health and safety training can be arranged
- Arranging and undertaking Academy tours for potential or newly recruited candidates.
- Prepare offer letters, contracts and contract variation letters as required.
- Maintain records of fixed term contracts.
- Support the administration and arrangements for recruitment and selection processes.
- Process all vetting checks in accordance with current legislation and 'Keeping Children Safe in Education'.
- Administer the Single Central Record in accordance to legislation.
- Assist with the production of Statutory Returns e.g. School Workforce Census.
- Schedule probationary meetings.
- Assist with the administration of the Management of Staff Absence and completion of low level return to work meetings.
- Produce staff absence reports as and when required.
- Assist with payroll administration with regards to new starters, leavers, pension contribution rates, contract variations and absence information, whilst ensuring accuracy and compliance.
- Pension administration; advising appropriate pension authorities of joiners and leavers.
- Provide administrative support with annual appraisals, performance management and pay review administration.
- Maintain records and support the production of appropriate reports, associated with sickness absence, annual leave, TOIL, Leave of Absence.
- Create and maintain up-to-date and accurate personnel records; electronic and hard copies.
- Alerting HR Manager of staff who have reach the management of absence trigger points.
- Provide HR support at formal and informal HR meetings, including drafting invite letters and attending meetings as note taker.
- Support the production of Governor reports in accordance with Committee agendas.
- To administer Freedom of Information and Data Protection requests.
- Word processing and spreadsheets, including production of letters to employees regarding contractual amendments.

- Meet and greet visitors when necessary.
- Attending full staff and other meetings as required.
- To be an effective team member with a flexible approach and a willingness to co-operate with other members of staff.
- To give high priority to the standard of presentation of all written communications, booklets and information sheets.
- To undertake other duties commensurate with the position and the role as requested.

Component 1 – Wider Professional Effectiveness

- Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
- Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development.
- Effectively contribute to the Academy improvement planning process.

Component 2 – Role Model

- Ensure that 'no student is left behind', in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.

Additional Components

- To consistently uphold the Academy's aims and strive to attain Academy Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
- To embrace the QAT's pursuit of excellence.

Health and Safety Responsibilities

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
- Q3 Academy is a designated no smoking site.

The Academy is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification, prohibition and barred list checks which will be required before commencing duties.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.