

JOB DESCRIPTION: OFFICE / HR MANAGER

**Terms of Employment: FIXED TERM -6 MONTHS MATERNITY COVER – 36 Hours per week
52.14 weeks per year**

Grade: SO1 - SO2 Responsible to: Executive Head of School / Head of School

Core Purpose: The Office / HR Manager is to make sure that the effective and efficient administration supports the strategic aims and day-to-day operation of the school and lines manages all administrators with the office operational function.

Main duties:

The Office Manager/HR Manager has responsibility for the development and maintenance of the school's personnel information and management systems.

The Office/HR Manager will be responsible for:

- The line management, appraisal and supervision of relevant staff within the administrative infrastructure.
- The management and responsibility for all information and information systems – administrative and personnel including cashless systems and school communications systems. This includes the maintenance of the Arbor and Cashless databases and the responsibility for the management of the pupil, personnel and assessment information.
- The management and responsibility for implementing and reviewing Administrative systems, procedures and policies alongside the Head of School
- The delivery of timely administrative services and functions to: the Head of School , Senior Leadership, Governing Body, the School, Parents and Carers, the public, EFA, DFE and other external agencies
- To be responsible for the delivery of all the agreed LAT HR processes and practices alongside the Lion Academy Trust Head of HR.
- To be responsible for and manage the administrative infrastructure of the school including administration ICT systems, materials, resources, consumables and so forth.
- To make sure the department delivers an effective and efficient customer service. To quality control all work produced from the department. To ensure there is clear communication between the office and other departments throughout the school.
- To manage, co-ordinate and develop administration and organisational services that meet the needs of the school and its staff. Such services may be in the functional areas of:
 - Administrative and secretarial support to school management.
 - To design, create and print out complex documents using a computer.
 - To help, support and supervise other school staff in the use, organisation, application and maintenance of the school administration and computerised systems and deliver on-the-job training and development where appropriate.
 - To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
 - Marketing the school by showing parents and visitors around.
 - To show awareness for the school's security at all times and implement safeguarding procedures.
 - To communicate effectively, both orally and in writing with outside, agencies, parents, staff and local community.
 - To provide a service to all staff and stakeholders, in line with the school ethos.
 - Ensure the smooth running of the administration network, with particular regard to Arbor / HR Access Selima
 - Financials and assist users, when required.
 - Deal with enquiries by telephone, in person and in writing.

- General office duties associated with the role: filing, photocopying etc.
- To type letters, reports, memoranda, and produce other documents and reports using the appropriate equipment, including word processors, office management systems and audio equipment.
- Any additional tasks as directed by the Head of School

Human Resources

To be responsible for the delivery of all the agreed LAT HR processes and practices alongside the Lion Academy Trust Head of HR.

These include:

- To be responsible for confidential handling of all the school's personnel information and matters.
- To process all documentation required for teaching and non-teaching staff appointments, retirements, resignations or changes.
- To process all routine aspects of teaching and support staff appointments and changes to personal details.
- To record and maintain all records/personnel files for all staff including agency supply staff confirming attendance, compliance with safeguarding, vetting information and school deployment in liaison with Deputy Head responsible for school organisation.
- Creation and maintenance of long term supply staff to ensure compliance with safeguarding, right to work and qualification checks.
- To assist the SLT with maintaining personnel files, annual performance management, contractual changes, staff policy and information administration.
- Supporting the head of school in implementation of all agreed HR processes
- To ensure that all HR correspondence is produced and circulated to staff in a timely manner.
- To support the head of school in managing sickness absence by complete return to work interviews for staff.
- To create, maintain and update all staff confidential files. To maintain, collate and update personnel data both manually and on HR Access. Administering starter, leaver and variation to contract forms and annual payroll information letters.
- To ensure that all HR correspondence is produced and circulated to staff in a timely manner
- To carry out induction interviews and tours of the school when required.
- To create, maintain and monitor the Single Central Record compliant with DFE, EFA and OFSTED regulations.
- To maintain staff attendance information and submit timely monthly returns to the payroll provider. Assist the SLT and Human Resources Manager with the recruitment process by scheduling and arranging the interviews at local level. To record and maintain all staff attendance information and submit monthly returns to the Head of School, Human Resources department (LAT) and payroll provider.
- To administer occupational health referrals, staff grievances and sensitive issues in a discrete and professional manner.
- To maintain records of staff annual leave and sickness absence.
- To undertake staff exit questionnaires and back to work interviews.
- To support the Head of School, SLT PA with all HR matters including correspondence, preparation and attendance at meetings, referrals, recruitment and performance management
- Personnel administration for out of school clubs, including checking clearance and monitoring processes in conjunction with the Extended Services Manager

- To collate and maintain a record of staff emergency contact details both manually and computerised.

- To collate and maintain a record of pecuniary interests for volunteers, staff and governors.
- Be responsible for the submission of relevant reporting information to the Head of School, SLT and the Governing Body to assist them in determining personnel needs.
- To be responsible for School Workforce Census and personnel requirements of the school CENSUS.
- To manage, support and provide day-to-day supervision of other administration/welfare and premises staff.
- To reconcile payroll with direct support and supervision from the trust finance support monthly
- To identify and arrange CPD/training used within the department

Additional Duties in line with role:

- To take responsibility for the appraisal and development review process, taking personal responsibility for identification of learning, development and training opportunities for the administrative team in discussion with the Head of School.
- 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
- To share the Parent Advisory Board's commitment to safeguarding and promoting the welfare of children and young people. Be aware of and comply with the Lion Academy Trust's policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work of the school.
- Establish constructive relationships and communicate effectively with external agencies
- Be flexible and willing to attend and participate in relevant meetings as required sometimes at short notice.
- Any other general office duties or school requirements as directed by the Head of School.
- Ability to identify own training needs and to be willing to partake in available/necessary training
- Adhere to the school and trust's Code of Conduct

External liaison:

- Liaise with relevant external agencies as appropriate, on specific teaching and learning issues relevant to your responsibility areas.
- Liaise effectively with parents/stakeholders/other schools to ensure excellent relationships between home and school in order to improve pupil's learning and behaviour. This includes been proactive in solving issues and reflecting a high stakeholder service to ensure that the relationships with parents and stakeholders impact positively on all pupils outcomes.

Attitudes and Personal Attributes:

- Commitment to the School's Equal Opportunities, Safeguarding & Health & Safety policies.
- Commitment to undertake further training.
- Respect for the need for confidentiality.
- Good organisational skills.
- Good communication skills.
- An ability to prioritise own workload.
- An ability to work to a high degree of accuracy.
- An ability to work to deadlines and targets.
- Ability to work as a member of a team.

- Ability to deal sensitively with children, parents, visitors and other stakeholders.

Knowledge/skills:

- Effective use of ICT packages.
- Use of relevant equipment/resources.
- To be able to operate a word processor to a high standard to include word processing, creating forms, spreadsheets and the various systems available to the school office.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to deal sensitively with children, staff, parents, carers and visitors.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to work under pressure and to deadlines.
- Ability to work as a member of a team.
- Be able to carry out the duties required professionally and with confidentiality.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promotion anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.
- To complete school based induction and any subsequent training, which may improve and develop performance.
- To take part in the school performance management system.

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Trust as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

By signing this job description you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust or yourself at any appropriate time in consultation with yourself.

Signed: _____ **Name:** _____ **Date:** _____

Signed: _____ **Head of School** **Date:** _____

PERSON SPECIFICATION

POSITION TITLE: OFFICE/HR Manager

GRADE: SO1 - S02

AF = Application Form	I = Interview	T = Test	R = References
Person Specification	Essential	Desirable	Method of Assessment
1. EXPERIENCE			
1.1 Working at a managerial level in a school or commercial organisation	✓		AF
1.2 Previous experience of leading successful teams	✓		I
1.3 Working in a busy organisation and dealing with confidential matters		✓	R
2. SKILLS			
2.1 Working with high confidentiality and discretion	✓		AF
2.2 Ability to work under pressure, meet deadlines & be flexible	✓		I
2.3 Ability to work to a high level of accuracy	✓		R
2.4 Appreciate and support the role of other professionals.	✓		AF
2.5 Ability to handle emergency situations, keep calm under pressure and act decisively	✓		I
2.6 Excellent leadership and communication skills	✓		R
2.7 Creativity and innovation		✓	I
3. KNOWLEDGE			
3.1 An understanding of the school office environment	✓		AF
3.2 Be aware of, support difference and ensure equal opportunities for all.	✓		I
3.3 Health & Safety		✓	I

3.4 HR policies & procedures		✓	R
4. OTHER POSITION SPECIFIC REQUIREMENTS			
4.1 Commitment to the Trust's Equal Opportunity and Safeguarding Policies and Acceptance of their responsibility for its practical application	✓		AF/I
4.2 A commitment to on-going personal development and willingness to undertake appropriate training	✓		AF/I
4.3 Evidence of commitment to safeguarding and protecting the welfare of children	✓		AF/I
4.4 To understand and comply with the requirements of the Health and Safety at Work Act 1974	✓		AF/I
5. QUALIFICATION / TRAINING			
5.1 School office clerical/ administrative experience	✓		AF
5.2 Good numeracy/literacy skills	✓		I
5.3 Participate in training and CPD as required	✓		T
5.4 General clerical/admin work		✓	AF
5.5 Qualification in clerical/ business and HR administration		✓	AF
6. DISQUALIFYING FACTORS Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Trust's Equal Opportunities and Safeguarding Policies	✓	✓	AF/I