

## The Bourne Academy Job Description

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**Title of Post:** HR Administration Assistant

Salary: Grade 4 Pro rata (£18,319 FTE)

Hours: 30 hrs per week, 7.30am-13.30pm, term-time only

Disclosure Level: Enhanced

Accountable to: The Principal

Line Managed by: HR Manager

Line Management Responsibility: none

**Main Purpose:** To assist and support the HR Manager with the organisation of cover for absent colleagues and deploy supply staff and cover supervisors accordingly.

To oversee the administration of personnel records and data and offer an effective administrative support service, ensuring confidentiality at all times.

### Key Accountabilities:

Tasks	<b><i>Human Resources</i></b>
	<ul style="list-style-type: none"><li>• To be responsible for the school sickness line and arrangements for cover of absent teachers by the Cover Team or outside agencies where necessary.</li><li>• To update and maintain the cover information system on a daily basis including the liaison with staff in relation to daily cover matters.</li><li>• Receive and respond to information on staff absence on a daily basis</li><li>• Ensure efficient and effective arrangements are in place for covering classes and supervising of students' learning when the class teacher is absent</li><li>• Allocate cover effectively and efficiently on a daily basis for all teaching staff absences including contacting agencies, booking supply cover, maintaining records and paperwork and managing cover budget.</li><li>• Communicate any changes to the cover list and re-rooming of lessons to relevant staff/students</li><li>• Be the main point of contact for all cover staff (agency supply staff and Cover Supervisors)</li><li>• Maintain staff sickness and absence records.</li><li>• Create, maintain and update confidential HR records for all staff.</li><li>• Undertake administrative duties in connection with personnel changes/amendments and terminations of contracts for staff.</li><li>• To provide support to the HR Manager in relation to recruitment processes and safeguarding matters.</li><li>• Undertake duties in connection to the school recruitment procedures, including placing job adverts; collating job applications; requesting references.</li><li>• To carry out DBS checks on all new staff, volunteers and those engaged in regulated activities in the Academy</li></ul>

	<ul style="list-style-type: none"> <li>• To maintain accurate personnel files and data on all staff within the Academy</li> <li>• To assist in accurately maintaining the Single Central Record (SCR)</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Undertake regular safeguarding training as required</li> <li>• Ensure that statutory and Ofsted requirements for Safeguarding are met</li> <li>• Report any safeguarding concerns to the designated Child Protection officer</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Undertake First Aid Qualification and assist in providing First Aid to students, staff and visitors</li> <li>• Liaise with members of the Academy as required</li> <li>• Attend meetings as and when required</li> <li>• Undertake relevant training as required to support the functions of the post and to enhance personal development</li> <li>• Undertake any other duty as specified by the Principal</li> </ul>

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the Performance Management process and it may be subject to modification or amendment at any time, after consultation with the holder of the post in order to reflect changes in organisational requirements and to ensure that the future goals of The Bourne Academy are successfully achieved.

**The Bourne Academy is committed to developing the skills of all members of its learning community. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Review Date: