



Melbourn Village College

Job Description

Role: PA to Principal/HR Administrator

Reports to: The Principal

Grade: Scale SO1 Points 23-25

Hours: 37 hours per week (52 weeks per year)

Job Purpose

To work as part of the administrative team in supporting the college in attaining its aims and objectives by providing secretarial and administrative support to the Principal and acting as his Personal Assistant. Working in close liaison with the leadership team, taking decisions on day to day operational matters within guidelines of work plans, policy procedure, etc. Also, responsibility for HR within the College.

Key Areas of Responsibility

PA to Principal

- Ensure the effective operation of the Principal's personal office to ensure the efficient discharge of functions to governors, teachers and parents, including hospitality arrangements and management of the Principal's diary.
- Provide secretarial support to the Principal / SLT as required.
- Maintain the school policy tracker, prepare policies in liaison with the responsible officer and ensure policies are presented to the governing body for approval. Ensure latest versions are accessible to all/relevant stakeholders.
- Organise pupil interviews with SLT for Yr9 (options) and Yr11 (mock exam results).
- Maintain school calendar.
- Help maintain and update school website.
- Update information for the publication of the Staff Handbook annually.
- Prepare staff briefing notes.
- Administrator for School Post – monitor and oversee school letters to parents. Arrange letters for students as and when necessary including exclusion letters.

- Line Manager for Reception staff. Ensure that appropriate procedures are followed by the Reception Staff including the procedure for visitors to the site.
- Monitor the reporting of accidents on site, preparing reporting to governors as appropriate and reporting accidents to RIDDOR as appropriate.
- Administrator for GDPR Sentry; ensuring that staff undertake relevant GDPR training, that Data Mapping is up to date and SARs are recorded appropriately.
- Administrator for 'Smartlog'; ensuring that relevant policies are reviewed by staff in line with annual compliance. Coordinate relevant staff training via Smartlog.

HR

- Prepare recruitment material for all posts including Job Descriptions and Person Specifications.
- Place all job advertisements.
- Prepare shortlisting proforma and ensure the shortlisting and interviewing panel receive copies of application forms.
- Make all interview arrangements including interview timetables, draft interview questions and correspond with candidates invited for interview.
- Carry out all preemployment checks in line with 'Keeping Children Safe In Education' guidance and the Trust Safer Employment policy, including DBS checks, references, and process pre-employment medical checks and occupational health referrals.
- Issue offer letters and contracts.
- Liaise with EPM with regard to payroll issues, pension details, staff changes and staff records.
- Monitor staff contracts which are subject to change and amend, advising EPM of any changes. Apply contractual variances.
- Lead on monthly payroll administration and ensure segregation of duties prior to authorisation by the Trust Finance Manager.
- Ensure that all electronic and hard copy staff records are kept up to date and secure.
- Ensure staff spreadsheets are updated on a monthly basis.
- Maintain the Single Central Record.
- Co-ordinate staff absence paperwork to include return to work interviews and record staff absence on SIMS and upload to the EPM portal.
- Monitor Staff absence in line with the Trust Staff Absence Policy and make OH referrals as needed.
- Set up support staff, on 52 weeks contracts, on the Trust annual leave portal which monitors annual leave requests and entitlements.
- Work with SIMS administrator to ensure DofE annual Workforce Census is accurate.

- Annual HR audit.
- Ensure compliance with GDPR by conducting an annual data cleansing exercise (in line with the Data Retention - Personnel Record Keeping Policy).
- Monitor staff induction, 6 months' probation periods for support staff and exit policies.
- Keep records of staff appraisals and prepare annual pay documents for the relevant committee of the governing body.

General

- Assist the College by maintaining good relationships with staff, parents, governors, contractors' representatives and external agencies in order to promote the objectives of the College.
- Reception duties, as necessary.
- First Aid qualification or willingness to gain one.
- Any other duties relevant to the post.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To Uphold the school's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate
- To be subject to all relevant statutory and institutional requirements.
- May be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's performance development scheme.
- All staff may participate in the LGPS pension scheme.