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## Melbourn Village College - Job Description

**Role: PA to Principal/HR Administrator**

**Reports to: The Principal**

**Grade: Scale SO1 Points 29 - 31**

**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. To 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

#### HR

- For MVC, prepare recruitment material for all posts, arrange for advertisements to be placed, ensure the shortlisting and interviewing panel receive copies of application forms and inform shortlisted candidates of interview. Arrange hospitality for personnel interviews. Follow the Safer Employment policy. Follow through with checks for DBS, references, offer letters and contracts.
- Co-ordinate the allocation and programming of the work of clerical support posts to ensure that the needs and priorities of the College are met. Manage the administrative elements of the HR function.
- Liaise with EPM with regard to payroll issues, pension details, staff changes and staff records.
- Update staff spreadsheet on a monthly basis.
- Maintain the Single Central Record.
- Ensure that all electronic and hard copy staff records are kept up to date and secure.
- Record staff absence on SIMS and upload to the EPM portal.
- Monitor staff contracts which are subject to change and amend, advising EPM of any changes. Apply contractual variances
- Update all personnel records onto SIMS, including absence, DBS details, etc.
- Advise support staff on 52 weeks contracts of their annual holiday entitlement and monitor leave taken.
- Lead on payroll/pay claims for authorisation by the Trust Finance Manager.
- Workforce Census
- Annual HR audit
- Ensure compliance with GDPR by conducting an annual data cleansing exercise (in line with the Data Retention - Personnel Record Keeping Policy)
- Process pre-employment medical checks and occupational health referrals
- Arrange new staff induction to include safeguarding training, health & safety training and IT training.

#### Administration

- Open, sort, log and distribute incoming mail. Manage incoming mail distribution
- Produce Weekly Bulletin and Staff Briefing notes.
- Maintain College calendar

- Generate correspondence and reports of a routine nature. With the School Administrator complete forms and data returns required by the Department for Children, Schools and Families.
- Update information for the publication of the Staff Handbook annually.
- Staff Briefing notes.
- Administrator for School Post.
- Help maintain and update College website

**Principal**

- Provide timely and effective operation of secretarial and administrative support to the Principal and/or senior managers, including report preparation, forward planning, progress chasing, etc. SEF, SIP
- 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.
- Liaise with 'appropriate body' for any NQTs.

**Staff**

- Advise Child Protection Lead of CP training needs.
- Co-ordinate support staff appraisals, arrange/chair support staff meetings and amend structure flow chart for both teachers and support staff. Line management of other support staff.

**Students**

- Check and amend letters. Arrange letters for students as and when necessary
- Arrange annual individual photographs for students, also staff. Also, Year 11 group photograph.
- Organise options interviews with SLT

**Governors**

- Working with the Principal, ensure all policies are available/updated to present to Governors meetings. Liaise with the Clerk to the Governors regarding the programme of policies. Liaise with Trust Manager regarding HR policies.

**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.

Signed: Postholder .....

Signed: Principal.....

Date: .....

**Melbourn Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**