



PA to SLT & HR Administrator

Job Purpose

- Reporting to the Head to provide administrative support to Head & SLT whilst working closely with the administrative team to ensure the smooth running of the school.
- Reporting to the SLT to provide operational HR support and to be the first point of contact on all employment matters for teaching and support staff.
- Ensuring that at all times, the school is compliant with safeguarding legislation and ISI inspection requirements.

Outline of role

PA Support

- To provide administrative support including diary management to the Head & SLT.
- To attend SLT, SMT and Governors meetings and act as clerk to ensure agenda and minutes are circulated in a timely manner.
- To assist the SLT by dealing with correspondence, telephone calls and diary management where appropriate.
- To be aware of, and adhere to, applicable rules, regulations, legislation and procedures e.g. Equal Opportunities Policy/Code of conduct, and national legislation (Health and Safety, Data Protection)

HR Support

- Administrative
 - Recruitment of all staff in full compliance with required regulations.
 - Employment Offers, reference taking and on-boarding processes, in full compliance with required regulations.
 - Managing maternity leave and risk assessment
 - Arrange temporary cover for absent staff as required
 - Ensuring off-boarding processes completed for all staff as required
- Support in ensuring the HR policies are up to date, fit for purpose, well understood and implemented
- Ensure that the school's record keeping is fully up to date, complete, accurate and appropriately filed/distributed including:

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KNIGHTSBRIDGE SCHOOL

- i. Central Register
- ii. Job Descriptions
- iii. Personnel files
- iv. Policies
- d) Provide support to staff on welfare issues

General

- a) To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- b) To take responsibility for continuing self-development, requesting and undertaking training as appropriate/required.
- c) To undertake other duties appropriate to the post as required by the Head.

Person Specification

Education

- Degree-educated
- HR qualification a positive but not essential

Preferred Experience

- At least one year's operational HR experience, preferably within a school
- Experience of a similar-sized business (100+ employees)

Competencies & Skills

- Highly Organised
- Strong attention to detail
- Committed to following process
- Excellent oral communicator – clear, diplomatic
- Strong written skills – clear, grammatically correct
- Numerate
- G-Suite and MS Office competence
- Excellent multi-tasking and time management
- Strong interpersonal sensitivity – understands the impact of own and others' actions and words and adapts own actions/ words accordingly
- Strong problem solver – applies logic and creativity to devise a range of options by which to resolve an issue, and correctly identifies the most appropriate solution