



THE FEDERATION OF HEATHFIELD AND ST FRANCIS

The Federation of Heathfield and St Francis is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring checks along with other relevant employment checks. Our purpose is to enable pupils with Special Educational Needs to maximise their potential in all areas of their development. As a school community we celebrate achievement and always aim for progression.

FEDERATION ADMINISTRATION OFFICER (Recruitment and Training)

This document should be read in conjunction with the Administration Officer role profile determined by Hampshire County Council (attached).

Main Purpose of the Role

To work alongside the Executive Business Manager to coordinate the federation's recruitment, onboarding and staff training processes, ensuring that all employment and training records are maintained accurately and that statutory and professional development requirements are met across the federation.

Main Responsibilities

- Embrace the federation and schools' vision and values.
- Be vigilant in taking responsibility for safeguarding children and comply with the federation's safeguarding policy.
- Administer all stages of the recruitment process including advertising vacancies, arranging interviews, preparing recruitment documentation and supporting pre-employment checks.
- Ensure recruitment processes are compliant with safeguarding requirements, statutory guidance and federation procedures.
- Maintain accurate recruitment records and personnel files.
- Coordinate onboarding arrangements for new staff, including induction schedules and mandatory training requirements.
- Maintain the federation's record of staff training and qualifications.
- Monitor mandatory training compliance and ensure refresher training is scheduled with required timescales.
- Assist with workforce data returns and personnel record management.
- Assist with the management of federation information systems, including maintaining accurate staff records.
- Support communication with external training providers and recruitment agencies where required.
- Support general administration duties across the federation.

GENERAL RESPONSIBILITIES FOR ALL STAFF

- All staff have a responsibility to work within the federation's Child Protection and Safeguarding Policies. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.

- All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with the organisation's health and safety policy and to undertake specific health and safety responsibilities as directed.
- All staff are expected to support a commitment to equality of opportunity.
- All staff are expected to work to the federation's policies and procedures and to act as positive role models for children and young people.
- As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of pupils, information affecting members of the public, matters concerning staff and/or details of items under consideration of the charity. Under no circumstances should such information be divulged or passed to any unauthorised person or persons. This includes holding discussions with colleagues concerning learners in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may involve dismissal.
- All staff are expected to use their utmost endeavours to promote the interests and reputation of the federation and any associated body.

The post is open to development in such directions as the Executive Headteacher, in consultation with the postholder, may determine in order that its objectives may be achieved.

The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed:

Date: July 2026