

## DRAFT JOB DESCRIPTION

JOB TITLE:	Trust HR Administrative Assistant
GRADE:	Grade B
WORKING WEEKS/ HOURS:	Term time only (39 weeks); 16.5 hours per week
TIMES WORKED:	9.15am – 2.45pm Monday, Tuesday and Thursday
BASE:	HR Office at Wildern School

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** to be appointed

**Reports to:** Trust HR Manager

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### GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

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### JOB PURPOSE

- To manage the Trust's recruitment process, including advertising, obtaining references
  - To support and assist with arranging interviews.
  - To support and assist the Trust HR & Payroll Manager and Trust HR Recruitment Officer with the day-to-day HR administration, being accountable for accurate record keeping, keeping information and records up to date and ensuring deadlines are met, ensuring strict confidentiality at all times. Deputising for the Trust HR Recruitment Officer in their absence if required.
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### RESPONSIBILITIES/ACCOUNTABILITIES:

#### General:

- Provide effective day to day processing, filing and administration support to the HR Department, as identified by the Trust HR & Payroll Manager and Trust HR Recruitment Officer, ensuring confidentiality at all times.
- Implement and maintain systems and checklists to ensure that an efficient and effective HR service is provided throughout the school day.
- Ensure that effective records are maintained on Opera, Excel and SIMS.
- Ensure that staff files and records are maintained, updated, and kept secure.

- Request, check and take a copy of applicants' professional qualifications as required and appropriate for the applicants' posts, including ECT's (QTS status), Lifeguards (NPQH) etc.
- Support with raising and processing DBS checks for appointed applicants and ensuring their completion, chasing where necessary.
- Support with producing and raising Job Descriptions for new staff and amend annually all existing staff's Job Descriptions following their Performance Management reviews as and when required.
- Oversee the administration and up to date record keeping of holiday requests and admin hours, keeping the Trust HR & Payroll Manager and Trust HR Recruitment Officer apprised on any issues/concerns arising.
- Consult and liaise with the Trust HR & Payroll Manager and Trust HR Recruitment Officer in order to keep them up to date on workload, timescales and meeting of deadlines.
- Be responsible for identifying areas for improvement for personal and professional development and acting upon it by undertaking the relevant training.
- Ensure correct procedures are adhered to and appropriate advice is given in accordance with the Trust's policies and employment legislation.
- Work as a flexible member of the HR Team getting involved in a broader range of activities.

#### **Recruitment:**

- Undertake safer recruitment training.
- Oversee and coordinate the recruitment inbox.
- Explore and implement innovative strategies for recruitment including keeping abreast of national campaigns and initiatives.
- Be responsible for the job advertisements and recruitment process for all schools within the Trust, the Leisure provision and Community provision.
- Liaise with the CEO/Headteacher(s) to review Job Descriptions and Person Specifications for the advertised posts.
- Be responsible for making a final check on advertisement text to ensure that advertisements, job descriptions and person specifications are appropriate.
- Be responsible for advertising all posts across the Trust, which includes putting advertisements on the relevant school website, MNT, HCC, TES and AWD.
- If requested send out application forms via email or post.
- Deal with email, telephone and personal enquiries.
- Maintain the recruitment pages on the schools and Trust websites, ensuring that all the information is accurate and accessible.
- Deal with recruitment related requests via the HR email account and telephone messages on a regular basis.
- Keep a checklist and record of applications received for each vacancy.
- Review applications received highlighting any obvious safer recruitment concerns.
- Be responsible for requesting references for interview candidates and chasing responses.
- Assist with arranging interviews – including liaising with Headteacher/Line Manager to select the appropriate day, times and if appropriate task details.
- Draw up the interview programme and any other relevant paperwork – questions sheets, lesson observations, task paperwork.
- Provide the Headteacher with references prior to the interview highlighting any areas for attention.

#### **Cover if required:**

- Provide cover for processing Leave of Absence requests following approval by the Headteacher(s).
- Provide absence reports as requested by the CEO or Headteacher(s).
- Such other duties as may be reasonably allocated or directed within the purview of the post.

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#### **NOTES**

- The School and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the Trust HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  - (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
  - (a) Overtime has been worked by agreement with the Headteacher.
  - (b) To attend a special event e.g. graduation.

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## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Trust HR & Payroll Manager.

Date Prepared: 4<sup>th</sup> June 2025

Prepared By: Trust HR & Payroll Manager

Date Reviewed:

Reviewed By: