



## Administration Assistant - JOB DESCRIPTION

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| Reporting To: HR Advisor/Assistant Headteacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Payscale: TEAL Associate Staff Pay Scale, Point 6 |
| <p><b>Job Purpose:</b></p> <p>To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”</p> <p>To provide a smooth and efficient coverage of staff absence and provide an efficient administrative service to the HR function, ensuring key HR processes and procedures are accurately administered.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                   |
| <b>Key Responsibilities: Specific</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                   |
| <ul style="list-style-type: none"> <li>• <b>Cover:</b> Input cover on the relevant systems for staff who are absent for any reason, and ensure that all scheduled classes take place; for example, special leave and sickness absence.</li> <li>• Effectively deploy the Cover Supervisor team to cover for absent teachers.</li> <li>• Where demand for cover exceeds Cover Supervisor capacity, source and liaise with trust supply staff and external agencies to ensure that appropriate supply teachers are available to cover classes.</li> <li>• Approve internal supply timesheets and check invoices from outside agencies and process for approval for payment in line with the trust’s financial procedures.</li> <li>• Maintain accurate and up to date records of all staff absences (teaching and associate staff).</li> <li>• Maintain a centralised cover diary.</li> <li>• Produce a weekly report on supply booked, reasons and cost, checking against supply budget.</li> <li>• Assist in the co-ordination of staff during events, i.e. transition days, sports days, revision sessions.</li> <li>• Deal with emergency cover of any lessons which may arise throughout the day due to unforeseen circumstances.</li> <li>• Maintain records of return to work form and GP’s fit for work notes received. Chasing up any missing documentation.</li> <li>• Inform line managers that staff are absent and notifying them of their return sending a pro-forma to be completed by them where necessary.</li> <li>• Maintain Supply Information packs and greet new and infrequent supply staff on arrival providing essential induction information and assist them with any queries during their time within the school. Check ID and ensure all relevant checks have been carried out, logging details on the relevant school systems.</li> <li>• Maintain the supply single central record, ensuring that all vetting and ID documentation is appropriately stored.</li> <li>• <b>Trips and Visits:</b> Work closely with the EVC Lead to ensure all trips and visits comply with the Educational Visits guidance.</li> <li>• Request approval for trips and visits from the appropriate department, liaising with the EVC Lead when required.</li> <li>• Ensure trip leaders complete all required documentation on Evolve ready for final submission, chasing any outstanding documents.</li> <li>• Request and collate evaluation forms from trip leaders following a visit.</li> <li>• <b>HR:</b> Provide administrative support for the recruitment and selection process for relevant vacancies (i.e. ensuring information is prepared for advertising, shortlisting and selection days/interviews).</li> <li>• Provide support to the HR Officer for the post interview clearance process (i.e. undertake relevant checks on preferred candidates in respect of ID, Right to work in the UK, qualifications, any restrictions on employment, criminal backgrounds (DBS) and pre-placement health screening)</li> <li>• Utilise templates to ensure offer letters and contracts of employment are drafted, checked, signed, sent out to candidates and that signed copies are returned and retained on file.</li> <li>• Accurately update the relevant HR and School MIS Systems.</li> <li>• Support the HR Officer to oversee the Single Central Record and Statutory and Mandatory Training Log, keeping up to date detailed records and amending personnel details e.g. leavers, starters new address details, visitors etc.</li> <li>• Ensure up to date electronic personal files are accurately maintained.</li> <li>• Provide relevant contractual information as and when requested to third parties when authorised by our employees for the purpose of mortgage applications, property lettings, HMRC, references etc.</li> <li>• Transcribe minutes associated with staff meetings such as disciplinary, capability and sickness reviews, pulling together &amp; distributing packs as and when required.</li> <li>• Deal with day to day HR administrative queries, giving advice and guidance in-line with HR policy and procedures, where necessary, referring more complex queries to the HR Advisor.</li> <li>• Ensure all staff have completed mandatory and statutory training specific to their role, including attendance at events and reporting any outstanding training to the HR Advisor/SLT link.</li> <li>• Source and book any training requests from staff and liaise with the SLT link to ensure the requests are within budget.</li> <li>• Record and monitor training expenditure and produce ad hoc reports on the learning and development budget.</li> </ul> |                                                   |
| <b>Key Responsibilities: General</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                   |
| <p>The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.</p> <p>The post holder will work closely with out members of the Sixth Form and Corporate Services teams.</p> <p>The post holder will be expected to work within TEAL and the schools’ policies and procedures and uphold the organisation’s values and vision.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                   |

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

**The key competencies and behaviours commensurate with this post are identified overleaf.**



## Ethical Behaviour Charter

| Competency      | We do this by                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trust</b>    | <ul style="list-style-type: none"> <li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li> <li>• Managing emotions and helping others to do the same.</li> <li>• Keeping promises and doing what we say we will</li> <li>• Having genuine compassion for others</li> </ul>                                                                                                                                                                        |
| <b>Wisdom</b>   | <ul style="list-style-type: none"> <li>• Developing knowledge and expertise, then sharing that knowledge</li> <li>• Learning from mistakes and failures and admitting when we are wrong</li> <li>• Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.</li> </ul>                                                                                                                                                       |
| <b>Kindness</b> | <ul style="list-style-type: none"> <li>• Being patient, respectful, generous and forgiving.</li> <li>• Acting with compassion and care, listening and seeing the person behind the role</li> <li>• Focusing on relational practice; building trust and rapport with others by empowering and elevating them.</li> </ul>                                                                                                                                                         |
| <b>Justice</b>  | <ul style="list-style-type: none"> <li>• Doing what is right, rather than what is popular or easy</li> <li>• Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate.</li> <li>• Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li> <li>• Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.</li> </ul> |
| <b>Service</b>  | <ul style="list-style-type: none"> <li>• Putting ourselves in the service of others.</li> <li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li> <li>• Behaving in a dutiful way, demonstrating humility and self-control.</li> <li>• Removing barriers to enable others to do their jobs well</li> </ul>                                                                                                                       |
| <b>Courage</b>  | <ul style="list-style-type: none"> <li>• Holding ourselves to account when something goes wrong.</li> <li>• Remaining calm, optimistic and positive in the face of adversity and change.</li> <li>• Speaking honestly, openly and with empathy</li> </ul>                                                                                                                                                                                                                       |
| <b>Optimism</b> | <ul style="list-style-type: none"> <li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li> <li>• Calling out negativity, cynicism and dishonesty.</li> <li>• Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.</li> </ul>                                                                                                                            |
| <b>Vision</b>   | <ul style="list-style-type: none"> <li>• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth.</li> <li>• Reading, researching, networking and sharing learning with others.</li> <li>• Believing in the potential of others; helping them be the best they can be.</li> </ul>                                                                                                                |