

# Recruitment Opportunity



**Location:** AIM North London, London N9

**Role:** PA/Administration Manager with HR Responsibility

**Start Date:** 1<sup>st</sup> September 2021

**Salary:** £27,978 – £30,048

**Working Time:** Full Time

## About Us

AIM North London opened in September 2019, on the original site of the Nightingale Academy and we have a clear mission to be a transformational school serving the community of Edmonton; a community with a rich diversity of languages and culture.

As part of the AIM Academies Trust, we have the highest aspirations for all of our young people, including those who have traditionally fallen short within the education system, we believe that demographics should not define destiny.

We are now looking for dedicated and enthusiastic people to help us with the changes needed to achieve our goals and support our core values and beliefs.

## The Role

This is a varied and interesting role that gives you the opportunity to experience a wide range of duties and responsibilities.

In addition to having Line Management responsibility for our Receptionist Administrator and the Reception area you will be involved in the following key areas: -

- Supporting the Principal via your PA duties, which will include completing research tasks and liaising directly with Academy employees, Governors and representatives of the local community.
- Managing the effective admission of students and acting as first point of call for admission queries from Parents, Local Authorities and other agencies.
- Managing cover requirements for absent employees, to include liaising with agencies for supply teachers, organising daily duty rota's and providing time table support via our MIS system.
- Undertaking a broad range of H R administration duties, to include supporting recruitment and selection, organising Induction Days, DBS checks and providing monthly payroll information to our external payroll provider.

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## About You

You will be looking for a varied and fast-moving position within an organisation that believes in high standards. You'll be excited by the idea of working within a small multi-cultural environment and you will be able to operate with the utmost professional integrity and humility.

It is essential that you have good Microsoft office skills, worked with highly confidential information, managed a wide variety of tasks to deadline in a pressurised environment, and, have a history of regularly communicating a range of issues to both internal and external parties at all levels.

With excellent verbal and written communication skills and a first-class attitude towards providing a service internally and externally you will be able to demonstrate that you are: -

- Approachable in manner with a professional approach to others
- Accurate and numerically capable
- Organised and Methodical
- Confident and able to work on own initiative and make timely informed decisions
- Flexible in approach and able to plan, manage and prioritise workload whilst remaining calm under pressure
- Willing to take responsibility for, and respect, the necessity of working confidentially
- Able to coach and manage others

Ideally, you will have PA and / or HR Experience and some basic knowledge of employment legislation and / or DBS checking. Some Line Management experience is desirable, but we are willing to support and coach the right candidate should this be their first Line Management position.

## Application Process

If this sounds like you we'd love to hear from you, please apply using our Application Form which you can find here <https://aimnorthlondon.s3.amazonaws.com/uploads/document/ANL-Support-Staff-Employment-Application-Form-June21.docx?t=1624372373?ts=1624458987>

The closing date for applications is 16<sup>th</sup> July 2021. Applications will be viewed on a rolling basis so early applications are recommended.

***We are committed to the protection of children  
We are an equal opportunities employer  
All posts will be subject to enhanced DBS checks and prohibition from teaching checks***