

Job Description

PA and Administration Manager with HR Responsibility

Pay Point Scale 6 £27,979 - £30,048

Reporting to: Principal

Working Hours: 36 hours per week, 52 weeks.

Summary

To provide confidential and highly professional PA support to the Principal and the Academy Senior Leadership Team. Administratively responsible for the Management of Staff Attendance and Admissions and day to day HR Administration. This position also carries Line Management responsibility for the Reception/Administration role.

PA Duties

- PA support to the Principal to include typing and responding to sometimes complex correspondence, filing and communication with colleagues and visitors on their behalf
- Organise and maintain the Principal's diary
- Complete research tasks for the Principal
- Liaise with Academy staff and others outside the school such as Governors and representatives of the local community
- Ensure the Principal is briefed for all meetings with relevant correspondence, documents/presentations and in the Principal's, absence referring matters to relevant member of the Senior Leadership Team for action
- Maintain accurate up to date filing and record systems for the Principal and Senior Leadership Team

Management of Admissions

- Carry out the efficient admission of students by dealing with enquiries and the completion of the admission forms.
- Act as first point of call for Parents, Primary Schools, Local Authorities and other agencies where there are queries relating to admissions
- Keep and maintain the AIM North London's student waiting list.
- Organise Appeal Hearings for families who want to appeal for a place at AIM North London
- Manage all aspects of in-year student admissions, including liaising with staff to ensure induction, testing and student timetables are complete.
- Maintain on and off roll lists for students entering and leaving the Academy roll.

Staff Attendance

- Manage all day to day short- and long-term cover for staff absence, including daily duty rotas, providing fair and effective allocation of cover at all times. This may incorporate extra-curricular events
- Retrieve calls and messages from staff reporting absence
- Liaise with agencies to arrange for external teachers/supply to cover short term and long-term absentees
- Provide support with the timetable using the MIS system
- Implement the rarely cover processes as when the occasion demands ensuring that appropriate communication is provided to all staff and that there is a fair and equitable allocation of lessons
- Ensure that DBS/Vetting information is supplied from agencies and distributed to reception on a daily basis prior to supply teachers coming in to the academy.
- Distribute the daily cover lists to the Principal, SLT and all appropriate members of staff.
- Assign HLTA's to lesson cover as and when necessary.
- Sign off agency/supply teacher's timesheets.

HR Admin

- Undertake duties supporting the recruitment and selection function
- Being responsible for the processing of new appointments and changes to existing employment contracts
- Providing advice to service users on general HR queries relating to terms and conditions of employment e.g. annual leave; notice periods; pay rates
- Undertake administrative duties supporting various HR processes including maternity and paternity leave and other forms of special leave; job evaluation panels; probation; induction and other terms and conditions of employment.
- Undertake the administrative duties for the processing of staff joining and staff leaving.
- The correct inputting and maintenance of data on all employees using Aim Academies Management Information Systems.
- Liaise with Payroll to ensure they have up to date information with regards to employee terms and conditions of employment and other information.
- Contribute to and support Senior Leadership Team with the running of London Academy Induction days for Teachers and Support Staff
- To undertake additional HR duties as required, commensurate with the level of the job.

Line Management

- Responsible for the day-to-day line management of the Receptionist Administrator and the front reception area

General

- The role holder may be required to perform any other reasonable tasks as requested by their Line Manager or members of the senior leadership team
- The duties and responsibilities of the position may be amended at any time in accordance with the needs of the Academy

Person Specification – PA and Admin Manager with HR Responsibility

Knowledge and Experience

Essential

- Good Microsoft office skills, to include Word, Excel and Outlook
- Regularly communicated a range of issues to both internal and external parties at all levels
- Managed a wide variety of tasks, to deadline, in a pressurised environment
- Worked with highly confidential information

Desirable

- Line Management experience desirable, but the Academy is willing to coach the right candidate
- PA Experience and/or H R Experience
- Knowledge of basic employment legislation and/or DBS checking

Skills and abilities

- An approachable manner and professional in approach to others,
- Can work accurately, and is numerically capable
- Organised and Methodical
- Confident, 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.
- Excellent communication and skills (verbal and written)
- Excellent internal and external customer service skills.
- Takes responsibility for and respects the necessity of working confidentially.
- Able to manage and coach others

All Academy staff are required to support and encourage the Academy's ethos and its objectives, and will be subject to the Academies policies and procedures.