

## St Aidan's Church of England High School

### Operations and HR Administrative Assistant Job Description

#### Grade F

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St Aidan's require administrative support to assist and work with the school's Operations Manager and the HR & Recruitment Manager. You will have good administrative skills, computer literacy and be highly efficient and organised.

#### Job Description

1. HR - Support with staff recruitment processes
  - a. Preparation and placing of adverts
  - b. Preparation of applications and documents for shortlisting and interviews
  - c. Support with obtaining employment references
2. Induction
  - a. Support the HR and Recruitment manager with the administration involved in inducting new staff
  - b. Ensure staff records are updated with induction record
3. Staff Training Records (non CPD)
  - a. Support with setting up new users on online platforms
  - b. Recording training outcomes
  - c. Support with ensuring all training is completed in a timely manner
4. Performance Management
  - a. Check and record that performance management has been completed for teaching and support staff
5. Operational support
  - a. Policies and compliance support with website compliance with regards to published policies
  - b. Support with ensuring that relevant policies are stored and available in the central staff directory
6. Administration support
  - a. Assist data manager with pupil reports (proof-reading, distribution etc.)
  - b. Support with the administration and monitoring in relation to Covid
  - c. Maintain efficient records and keep Line Managers informed
  - d. Other administrative duties as required and as commensurate with the grade

## Person Specification

	Essential E Desirable D
Good verbal and written communication skills	E
Attention to detail	E
Experience of working in an office environment	E
Experience of effective record keeping (paper and electronic)	E
Experience of using MS office (Excel and Word)	E
Able to work on own initiative	E
Safeguarding – Ability to understand and maintain appropriate relationships and personal boundaries with children and young people	E
Articulate with a strong command of English language	E
Full appreciation of confidentiality re: staff records	E
Excellent telephone manner	E
Tactful and assertive	E
Knowledge of good working practice with HR processes	D