



## CONFIDENTIAL – Priory School

Job Description			
Job Title	Office Supervisor and HR Administrator	Scale and Scale Point	Level 5
Full time salary	£23,578-£28,692	Actual Salary	£21,174-£25,767
Author	Sarah Moore	Date Created	22 <sup>nd</sup> September 2020
Date Reviewed		Next Review Date	

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

### Outline Description of Role

To ensure that the school has a first class office and administrative function which meets the needs of the children, parents and staff.  
 To work with the Business Manager to provide high quality, accurate and timely administrative and Human Resources support.  
 To ensure that all processes and procedures are continually reviewed for improvement.  
 To line manage the Receptionist and Pupil Services Administrator

### Key:

E – Of Essential Importance and Central to Job Role  
 D – Desirable

Responsibilities	E	D
<b>Human Resources Management</b>		
1. Ensure the school's Single Central Record is up to date and is compliant with Safeguarding requirements at all times.	✓	
2. To assist the Business Manager with all aspects of recruitment including placing adverts, updating website details, arranging Open Days, Interview Management, including interviewing where necessary, ensuring that the school's Safer Recruitment and Selection policy is followed at all times.	✓	
3. To manage the appointment of new employees and internal transfers in accordance with employment legislation and best practice and safeguarding.	✓	
4. To manage the administration of all new starter paperwork ensuring all recruitment checks are completed and all safeguarding procedures are followed.	✓	
5. To ensure all personnel files are created for new starters and documentation from application stage is logged and filed. For all teaching staff ensure records of qualifications are logged and verified.	✓	
6. Effectively manage the induction process for all new starters to ensure that they receive all statutory information as well as Priory school specific information.	✓	
7. Be responsible for production of fobs and ID badges for all new starters as well as miscellaneous staff.	✓	
8. Be responsible for managing all volunteers in school to ensure they have the appropriate checks completed.		
9. Undertake data tasks relating to the Workforce Census, which will include; checking all records to ensure accuracy and work with the IT Manager and Business Manager to ensure the accurate submission of the School Workforce Census within the specified deadline, attending the relevant workshops as organised by SBC. Producing reports for the Headteacher for authorisation.	✓	
10. Effective production of the weekly Staff Diary/Bulletin.	✓	



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11.	To contribute to the effective management of sickness absence and under the direction of the Business Manager organise and undertake return to work interviews in line with the Absence Management policy for all staff. Produce a monthly sickness absence report from SIMs.	✓	
12.	Be responsible for the Staff files and the archiving of these in line with school policy.	✓	
13.	Take notes and minutes at confidential HR meetings and prepare all administration for communication of invites to meetings and follow up letters.	✓	
14.	Be responsible for ensuring the training log is updated on SIMS	✓	
15.	Collate Performance Management/Staff Appraisal information.	✓	
16.	Ensure compliance with all school policies, with particular reference to Health & Safety and Equal Opportunities issues.	✓	
17.	Assist the Business Manager in the overall management of HR issues and other matters where possible.		✓

#### Administrative Services Management

18.	To manage the admissions process in school for all new pupils (Nursery, Reception and in year transfers) which will include liaison with parents, managing the allocations with SBC and arranging home visits and Reception New Parents' evening.	✓	
19.	Provide effective and efficient PA support to the Head Teacher and any other member of SLT as required including managing diaries and appointments.	✓	
20.	Oversee the Reception and Office function (including Reprographics) ensuring that it provides a professional and first class service to children, parents, staff and any other school stakeholders.	✓	
21.	To manage the Administration service to ensure smooth organisation of events, e.g. Open Evenings, Presentation Events, Information evenings, etc.	✓	
22.	Manage, oversee and seek to improve all office systems.	✓	
23.	Ensure high quality communications with parents and carers. Responsible for ensuring the professional integrity of communications with parents, carers and families through contacts within or outside the school setting.	✓	
24.	To work with the Business Manager to write and review policies and procedures relating to Administrative services.	✓	
25.	Liaise effectively with parents and any other outside agencies as required by the Headteacher.	✓	
26.	Manage the School archive system in relation to school documents, student records and school governance in compliance with legal requirements and retention and destruction guidance in paper or electronic format.	✓	
27.	Establish and implement procedures, expectations and checks in relation to the whole Office team and be responsible for the deployment and work of the above named staff.	✓	
28.	Promote teamwork and to motivate staff to ensure effective working relationships.	✓	
29.	Conduct performance management reviews in respect of the above named staff in accordance with the School's Performance Management policy and be responsible for organising suitable continuous professional development opportunities for each person.	✓	
30.	Ensure the team managed is fully aware of their duties under GDPR and that the adhere to the school's policy at all times.	✓	

Duties		E	D
31.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Priory School leadership team.	✓	



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32.	Contribute to and exemplify the values of the Priory School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Board to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	✓	
33.	Understand and comply with the Support Staff Standards at all times.	✓	
34.	Actively promote the inclusion of all children into whole school activities.	✓	
35.	Actively seek opportunities for professional development.	✓	
36.	Be aware of and respect all children’s religious beliefs and cultures.	✓	
37.	Support, promote and comply with decisions and policies agreed by the SLT and the governing body.	✓	
38.	Develop effective, professional working relationships with colleagues	✓	
39.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.	✓	
40.	Undertake a 30-minute duty each week.	✓	

Compliance		E	D
41.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.	✓	
42.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.	✓	
43.	In accordance with the School’s commitment to follow and adhere to the latest update of the Department for Education’s guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times	✓	



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44.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.	✓	
45.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.	✓	