**36 Hours per week (41 Weeks) – Term Time Only (TTO) Job Share Possibility**

**Admin Officer Job Description and Personal Specification**



**Time: 9.00am to 5.00pm (1-hour unpaid lunch break)**

**Salary: £23,176.92 (Paid Monthly, 15th of each month)**

**Responsible to: Headteacher**

**Roles and Responsibilities**

**Recruitment:**

* Manage all recruitment tasks
* Liaise with relevant recruitment agencies
* Coordinate and schedule interviews between candidate and the interviewing panel
* Conduct pre-employment checks (on staff, volunteers, external club leaders, etc.) – Identity, Qualifications, Health Check, DBS etc.
* Ensure all new staff, volunteers, agency workers etc, have had induction, safeguarding and confidentiality training. (Given their ID card, Login details and school tour – where relevant)
* Liaise with universities and colleges for student placements
* Keep a manual and digital record of employees
* Ensure all policies and compliance are being adhered to

**Employee Relations:**

* Liaise with school staff in regards to staff absences
* Keeping a log of staff absences, punctuality, sickness, training, CPD log and overall wellbeing
* Arranging relevant staff meetings and liaising with the senior leadership team (SLT).
* Liaising with the finance officer
* Providing information and support to employees on HR matters (Sickness code, maternity, occupational health, etc.)
* Ensure the single central record (SCR) is accurate, kept up to date and reviewed.

**Club Provision:**

* Managing the after-school club provision for pupils
* Using ParentPay to set up payments and create termly club reports
* Creating visual content
* Keeping parents informed
* Dealing with the daily operations of club
* Managing external clubs – ID checks, Invoices etc

**Personal Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge and Skills** | * Proven ability to manage Admin tasks. * Experience in recruiting. * Able to multitask * Excellent ICT skills (MS Office, teams, sims) | * Demonstrated project management capabilities and strong sense of accountability. * Aware of relevant legislation * Excellent Numeracy and literacy skills * Full working knowledge of relevant polices and codes of practice |
| **Qualifications and Training** | * Qualifications in relation to post | * CIPD * Safeguarding Training * Safer Recruitment Training |
| **Experience** | * Experience within a school environment * Compliance and workplace safety | * Administrative knowledge and experience |

**Disclosure and Barring Service**

**Additional Information**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and barring Service (DBS) as part of the school’s pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**Annual Leave - Term time Only (TTO) / Job Share possible**

An allowance is made in the T.T.O. formula (notional pay and hours calculation) for annual leave and bank holidays. The entitlement for this calculation is:

* 27 + 2 statutory days per year (-5 years service)
* 29 + 2 statutory days per year (+5 years service)
* Plus 8 bank holidays
* Plus 1 concessionary day

**As an allowance has been made for annual leave in the calculation of the**

**salary, there is no entitlement to take annual leave.**

**Signed Staff Member:……………………………….**

**Signed Headteacher: ……………………………….**