

Academy PA / HR Officer Job Description and Person Specification



Post Title:	Academy PA/HR Officer (to the Leadership Team), primarily based at Oakwood High School.
Responsible to:	Head of Academy
Responsible for:	Delivering a high quality PA and Administrative Service that supports the Academy Leadership Team
Grade	Band H, 37 hours per week, 207 days per year (term time plus 15 days). Actual Salary £27,527-£30,093 / FTE Salary £29,174-£31,894

Main Purpose of Job

To provide a high quality, wide ranging PA Service to the Academy Leadership Team which will include key aspects of Human Resources and Corporate Services work.

The post holder will be a key member of the HR Network in the Trust and will work positively and proactively in respect of HR System, Policy and Procedure updating. The post holder will work in collaboration with a range of Service Managers across the Trust in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the Trust.

Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community. We build upon our strengths – together!

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.

Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

A=Accountability (which means being responsible for something to somebody), L=Leadership (guide, direct and influence the outcomes of) O=Operational (day-to-day management and control of these activities)

1. Role Specific Duties and Responsibilities

		A	L	O
1.1	Provide administrative support to the PA to the Leadership Team as follows:			
	1.1.1 Providing appropriate secretarial and administrative support to the Senior Leadership Team, including word processing, database and spreadsheet work as necessary in line with Trust and Academy procedures and standards, ensuring accuracy, appropriate presentation and meeting timescales for reports and policy and procedure updates.	✓	✓	✓
	1.1.2 Active diary management (including full academy diary), arranging meetings and travel as appropriate.	✓	✓	✓
	1.1.3 Organisation and support for key events and meetings working with a range of staff and external organisations as required.	✓		✓
	1.1.4 Clerking a range of key school meetings, ensuring modernisation of the process to achieve efficiencies – with a focus on recording and communicating key actions, resolutions and recommendations.	✓	✓	✓
	1.1.5 The post holder will be able to multitask and develop knowledge and understanding in a wide range of support services to the Academy (including understanding the educational framework) so that they can support fully the work of the Senior Leadership Team.	✓	✓	✓
	1.1.6 Administer and support the Academy Complaints Policy and Procedures in support of the Leadership Team (including signposting to relevant areas for initial response or supporting the senior team in respect of escalated complaints). There will be connectivity with the Academic Services Support Teams in the academies who will deal with initial complaints.	✓		✓
1.2	Managing staff and other worker recruitment in line with the Trust Policy and Procedures as follows:			
	1.2.1 Generation of Job Descriptions and Person Specifications that clearly identify the needs of the academy and set expectations and accountabilities of the postholder (in consultation with other academy and trust staff and using the guidance provided).	✓		✓
	1.2.2 Advertising.	✓		✓
	1.2.3 Interview and panel arrangements.	✓		✓
	1.2.4 Completion of all regulatory and statutory checks and referencing within the timescale provided in the procedures (DBS, I28, Oversees resident and police checks, references, RTWUK, identity, qualifications).	✓		✓
	1.2.5 Ensuring that the 'New Starter' meeting is conducted and all relevant declarations, documentation, information and other	✓		✓

		returns are completed. This should be done at point of offer or as soon as practical afterwards.			
	1.2.6	Inputting information and securing documents in the HR system that evidences checks and creates the personnel file without delay.	✓		✓
	1.2.7	Generating and issuing the contract of employment using the agreed Trust Templates and attachments and monitoring and uploading all returns of these to the HR System to secure a full HR Record.	✓		✓
	1.2.8	Notifying key Trust and Academy Service Managers / Staff of 'Induction' ensuring an effective handover to the Trust HR Officer.	✓		✓
	1.2.9	Monitoring of the recruitment process via the Trust reporting format.	✓		✓
	1.2.10	Work with the HR Network to develop and implement updates of the HR System and promote this to staff.	✓		✓
	1.2.11	Where appropriate deploy cover staff to meet the cover needs of the Academy.			✓
1.3		<p>Update, maintain and complete all actions associated with the Academy Establishment Report in line with the Trust Policy and Procedures. All actions will be administered via the HR System in line with the payroll schedule – there is strong and key connectivity between the Academy PA's and the Payroll Manager to ensure that staff pay is accurate and on time.</p> <p>The postholder will contribute to the annual review of the Establishment to Payroll process to ensure that the process is developed and embedded and to encourage a detailed understanding and appreciation of the cause and effect between changes to staff contracts and payroll.</p> <p>Provision of weekly and monthly reports are required and identify in the service plans.</p>	✓	✓	✓
1.4		Work with the Trust HR Officer to deliver the staff induction process including the provision of relevant documentation and resources and scheduling of the programme in line with Trust Policy and Procedure. This includes the upkeep of the electronic staff handbook.	✓		✓
1.5		Administer the Academy Scheme of Delegation (SoD) via the 'Every' or any other appropriate system ensuring the following:	✓		✓
	1.5.1	That Academy Senior Leaders are made aware of the deadlines for update and submission to you of Policies / Procedures or Reports they are responsible for;	✓		✓
	1.5.2	That on receipt of Policies / Procedures or Reports ensure that they are in the appropriate Trust format;	✓		✓
	1.5.3	That the Clerk to Trust receives the Policy / Procedure or Report at least two weeks ahead of the Governor Meeting at which it is being presented.	✓		✓
	1.5.4	That, for appropriate Policies (as advised by the Director of Corporate Services) are communicated for feedback to all staff and a register of feedback is kept.			
1.6		Update the school structure documents with leavers, starters and changes to contracts.	✓		✓

1.7	Secure the Single Central Record for the Academy in line with the Policy and Procedures of the Trust (this record is mainly an output from the recruitment process) including the control and registering of all other workers.	✓		✓
1.8	Managing and administer all aspects of IR35 checks in line with legal and HMRC requirements; including checks, communications and inputs to the Trust IR35 register.	✓		✓
1.9	Managing, update and publish all Business and Pecuniary Interest Declaration for the Academy in line with regulatory requirements and Trust procedures, including issue and return and inputs to the Trust Business and Pecuniary interests register.	✓		✓
1.10	Manage the GDPR Breach Register inputs and investigations for the Academy in line with the Trust procedures including input to the Trust Register	✓		✓
1.11	Ensure that the Records Management Schedule for the Academy is up to date and discharged working with a range of staff across the Academy and Trust to achieve this.	✓		✓
1.12	Complete all annual data returns as directed including employee based returns to the National Officer for Statistics, DfE Staff Census (or other staff Census returns) using data extracted from Trust and Academy systems.	✓		✓
1.13	Working with the Trust HR Systems and Services Officer support the Staff Wellbeing work of the Academy including signposting and communicating key information and activities within the Academy. Working with the Trust HR Systems and Services Officer, Communications Service Manager and other Academy staff keep up to date and implement the staff support elements of the Trust Framework for Staff Health and Wellbeing.	✓		✓
1.14	Signpost staff to the Employee Assistance Programme and or Works Council and encourage engagement of all staff in providing their views and feedback on staff related developments, policies and procedures.	✓		✓
1.15	Develop and Monitor the PA Service Delivery Plan and the Service Operational Schedule for PA Service and supervise the work of the Administrative Assistant in line with the Trust Framework.	✓		✓
1.16	Specifically discharge all Safeguarding, GDPR, Records Management and Health and Safety aspects of the work area.	✓		✓

2. Generic Duties and Responsibilities

2.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.
2.2	All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).
2.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.
2.4	Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedules.
2.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and

	Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.
2.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
2.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.
2.8	Establish constructive relationships and communicate with others (inside and external to the Trust).
2.9	Organise and support Academy and Trust events as requested.
2.10	Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.
2.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder you will support, mentor and act as a role model for all staff.

Person Specification

Post: PA / HR Officer to the Academy Leadership Team

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

		Essential / Desirable	Method of Assessment
1	Qualifications / Training / Experience		
1.1	GCSE A*-C in Mathematics, English.	✓	AF/CQ
1.2	Educated to degree level in a relevant subject.	Desirable	AF/CQ
1.3	Hold an Administrative Management Qualification at level 5 or above or an equivalent HR Qualification (or an equivalent related qualification at this level).	✓	AF/CQ
1.4	Be able to evidence organisational and administrative skills and experience at an appropriate level to the post.	✓	AF/I/R
2	Skills and Aptitudes		
2.1	Must be able to multitask and develop knowledge and understanding in a wide range of support services to the Academy (including understanding the educational framework)	✓	AF/I/R
2.2	Ability to relate well to and respect a range of stakeholders including staff / pupils / students / governors and directors and act as a role model at all times.	✓	AF/I/R
2.3	The ability to work within recognised procedures and respond to unexpected problems and situations positively and proactively.	✓	AF/I/R
2.4	Be able to evidence the following skills and experience to a high standard: numeracy, communication, organisational, Administrative, IT and data.	✓	AF, CQ, R, I
2.5	Ability to deal with confidential and sensitive information with tact and discretion applying data protection and data sensitivity principles at all times.	✓	AF, CQ, R, I
2.6	Working knowledge of relevant policies/codes of practice/legislation relating to Human Resource Services.	Desirable	I/AF
3	Mandatory Requirements		
3.1	A DBS check at an enhanced level must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	DBS Check
3.2	Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF/R
3.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF/R
4	Physical Requirements		
4.1	Health and physical capacity for the role.	✓	I, R
4.2	A good attendance record in current employment, (not including absences resulting from disability)	✓	I, R

5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

5	Effective Behaviours	Method of Assessment
5.1	Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.	A/I/R
5.2	Delivering excellent service: Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.	A/I/R
5.3	Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.	A/I/R
5.4	Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	A/I/R
5.5	Using resources: Making effective use of available resources including people, information, networks and budgets. Being aware of the financial position of the Trust and impact of decisions on this.	A/I/R
5.6	Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust and each Academy are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them.	A/I/R
5.7	Developing self and others: Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust.	A/I/R
5.8	Working with people: Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.	A/I/R
5.9	Achieving results: Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.	A/I/R

Key to abbreviations: **AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed), **DBS** Disclosure and Barring Service Check

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.