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JOB PACK

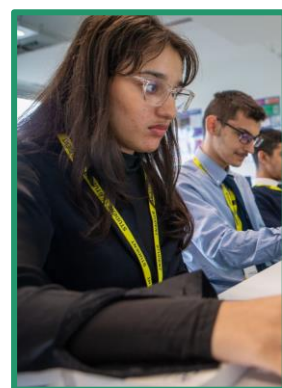
POST: Human Resources Administration Assistant

SALARY: APT&C Scale 4 pro-rata (actual salary £23,633 - £24,722)

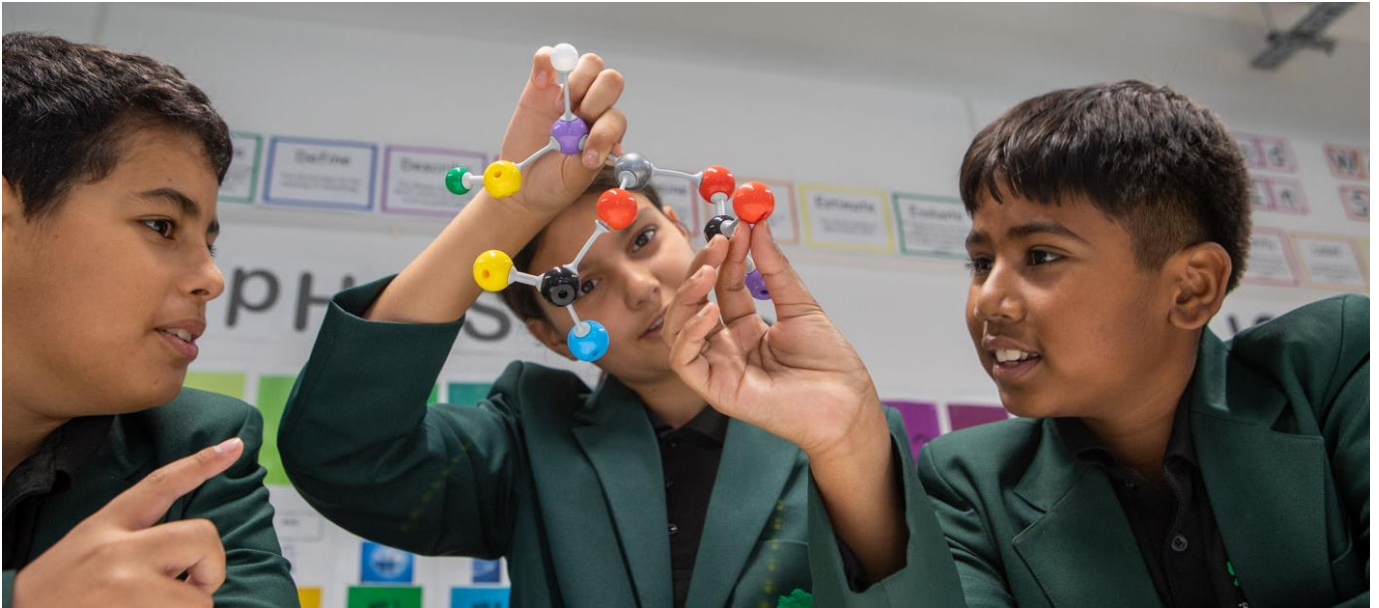
HOURS: 35 hours per week, term time only

DEADLINE FOR APPLICATIONS: Friday 9th August 2024 at 12pm

INTERVIEWS: Wednesday 14th August 2024



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.



The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 1170 students, and our Sixth Form opened in September 2022.

Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital; and to develop their levels of resilience, determination and work ethic.

We also passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

Finally, we care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



Job description

Line manager: Human Resources Manager

Core responsibilities and duties:

- To ensure all staff absence is recorded accurately within SIMS and Every HR
- To generate accurate weekly staff absence reports in a timely manner
- To ensure all return to work meetings and absence management meetings are arranged and forms returned within the correct timescales
- To ensure personnel files are kept up to date, accurate and ensure both physical and electronic files are held in line with GDPR and school policy
- To keep all data and information of a sensitive nature secure at all times and to handle all personnel and absence information in a discreet manner
- To keep up to date on current legislation and Trust policies relating to staff absence and sickness
- To ensure probation review meetings and annual appraisals are arranged and forms returned within the correct timescales
- To assist with recruitment of new staff ensuring a welcoming and efficient interview process
- To assist with allocation of cover and booking supply staff when necessary and in line with school finance procedures and policies
- To ensure timesheets are checked and authorised accurately at the end of each week
- To act as Fire Marshall and assist the Human Resources Manager with checking of staff and visitors in the event of an evacuation
- To cover duties for absent colleagues as requested by the Human Resources Manager or School Business Leader

Notes: The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the School Business Leader or Headteacher within the grading level of the post and the competence of the postholder.

This job description may be amended at any time in consultation with the postholder.