

STAFF RECORDS & RECRUITMENT ADMINISTRATOR



JOB DESCRIPTION & PERSON SPECIFICATION

GRADE:	Bucks Pay Range 5
HOURS:	32.5 hours per week 40 weeks per year - Permanent (Term time, plus 5 Inset Days & one additional week in the Summer Holidays) Working hours Monday – Friday 07.30-14.30 (includes 30 min break)
ACCOUNTABLE TO:	Personal Assistant to Headteacher

OVERVIEW OF ROLE

The Staff Records & Recruitment Administrator will work alongside the Personal Assistant to the Headteacher and School Business Manager, forming part of the Schools HR & Business Team.

You will report the Personal Assistant to the Headteacher and as a team you will proactively be responsible for:

MAIN DUTIES & RESPONSIBILITIES

Recruitment & Induction

Playing a predominant role in whole school recruitment, to include:

- Collating applications received, acknowledging receipt and engaging with candidates prior to interview
- Preparing applications for shortlisting, which will be supported by a prepared shortlisting grid
- Obtain interview information (i.e. lesson details, presentation details etc.) and formally invite candidates to interview, in addition notify and thank non successful applications
- Obtain references and prepare interview panel packs
- Following appointment, co-ordinate with Team to ensure all aspects of the recruitment process have been completed, in order to request the contract from Buckinghamshire Council, using the required portal (Schoolsweb)
- Share with appropriate Line Manager (Support Staff) regarding induction, supporting where required
- Share with Lead Practitioner (Teaching Staff) of new starters
- Ensure all relevant parties are informed of new starter i.e. IT Team, Cover Manager
- Enter staff details onto Management Information System (MIS) – SIMS; and update accordingly when required
- Ensure Safeguarding Training has been received and recorded
- Ensure Keeping Children Safe (KCSIE) and Code of Conduct guidance's have been accessed, understood and recorded
- Ensure candidate receive and sign contract
- Maintain staff / recruitment files, staff lists and pigeon holes as required

Staff Leavers

- Archive staff files and pigeon holes as required
- Update staff lists
- Inform IT & Cover Manager

Staff Absences

Playing a predominate role to ensure all staff absences both planned and non-planned is recorded accurately within our SIMS system and ensuring all supporting paperwork has been received. This requires strong organisation, attention to detail, clear communication, confidentiality and at times sensitivity.

Administration

- Manage all staff files both electronic and paper
- Support when required in collating information, photocopying and producing information packs
- As part of the Team be a point of contact for staff queries
- Take minutes at the Weekly Staff Briefings
- As required take minutes at HR Meetings
- Ensure confidentiality of information, including the safeguarding of information relating to current, past and prospective employees

General

- Commitment to the safeguarding the welfare of all staff and students
- Contribute to the overall Vision and Virtues of The Buckingham School

Whilst every effort has been made to explain the main duties / accountabilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable requests from the Headteacher, School Business Manager or Line Manager to undertake work of a similar level that is not specified in the job description.

This post may be subject to modification and amendment after consultation with the post holder.

All staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies including those for behaviour and child protection. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. They should be involved in promoting the acceptance and integration of pupils with special educational needs. They might also be involved assisting pupils for whom English is an additional language

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk 'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Signed: _____
Staff Records & Recruitment Administrator

Date: _____

Signed: _____
Headteacher

Date: _____

PERSON SPECIFICATION

Qualifications	Essential	Desirable
A minimum of Grade C / 4 in GCSE English and Maths (or equivalent)	Y	
Advance IT Skills to include Email / Google Platform, Internet, Word, Excel, PowerPoint and other online	Y	
Experience of MIS (Management Information Systems) / Database Systems and other online systems	Y	
Experience of SIMS		Y
Willingness to attend training	Y	
Experience & Knowledge		
Administration experience in a school or similar environment	Y	Y
Experience within recruitment		Y
Experience within staff absences		Y
Experience of working with confidential / HR information	Y	
Experience in working with people (staff / colleagues)	Y	
Accurate minute taking	Y	
Skills & Abilities		
Excellent organisation skills	Y	
Good people skills	Y	
Computer literate with ability and desire to embrace new technologies and systems	Y	
Good keyboard / word processing skills	Y	
Ability to communicate confidently and effectively with senior leaders, school staff, visitors, pupils and parents	Y	
Ability to multitask, work under pressure and to deadlines	Y	
Ability to work confidentially, keep work related issues and discussions in the workplace with relevant key players	Y	
Confidence and ability to ask questions relating to achieving the task	Y	
Confident telephone manner and ability to take accurate messages	Y	
Personal Behaviours & Attributes – These are all Essential		
Organised Professionalism Confident Honesty & Integrity Resilience Positive Attitude	Able to use own initiative Problem Solving Approach Good Time Management Attendance Adaptable & Flexible – Can do approach Team Player	