

The Role

- To provide support to the School Business Manager offering support in personnel administration and operations support in the Academy.
- To undertake reception and telephone duties, answering enquiries from staff, pupils, parents and the general public

Key responsibilities

To be responsible for aspects of HR, Personnel, administration and operations support as required from the School Business Manager

Human Resources

- To ensure that the Academy is compliant with all the Catalyst Academies Trust's HR policies and procedures
- Monitor and fulfil the administration side of recruitment procedure and to ensure safer recruitment guidance within the 'Recruitment Policy' is adhered to
- To ensure that all hard copy personnel files are kept accurate and up-to-date, and that the HR database (Arbor) is also accurate and up-to-date
- To ensure staff absences are recorded on Arbor; monitor staff absences, RTW and Self certificates are completed by SLT
- To ensure the maintenance of an up-to-date Single Central Record adding new staff and visitors under the direction of the SBM
- To provide support to the Headteacher and SLT with regard to HR issues/case work such as disciplinary or capability issues, working closely with the HR provider
- To be an active participant in the Academy's performance management processes, which will include an annual review and regular review of roles and responsibilities in the interest of the Academy's needs

Administration and ICT

- To provide and manage an effective administration service to students and staff throughout the central administrative offices and reception including telephone duties and monitoring and responding appropriately to all admin emails
- To ensure that all new staff are timetabled to be inducted effectively
- To update and monitor the school website, ensuring legal compliance, adding newsletters, blogs and updated policies as directed

Academy Ethos and Culture

- Support the Headteacher in fostering a strong sense of Academy community and ethos among both staff and students
- Promote consistent implementation of Academy policies including the behaviour policy and system of rewards and consequences model, caring and respectful relationships with staff, pupils, parents and visitors
- Act as a positive role model to staff and students

Other

- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation
- To work in collaboration with Catalyst Academies Trust and counterparts in partner schools
- To carry out other reasonable tasks from time to time as directed by the Headteacher