



## Job Description HR & Office Manager

Montsaye is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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|------------------------|-------------------------------------|
| <b>Accountable To:</b> | Business Manager                    |
| <b>Responsible To:</b> | Business Manager                    |
| <b>Hours</b>           | 37 hrs per week (39 weeks per year) |
| <b>Grade</b>           | H – Scale points 14-20              |
| <b>Salary</b>          | FTE (£22,462 - £25,295)             |

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### Principle Responsibilities:

- Provide and manage the delivery of high quality HR and administrative services
- To develop robust and effective systems to manage all aspects of personnel administration
- Manage the administration team to deliver a high quality admin service throughout the academy
- To manage all day to day short term cover for teacher absence, being team leader for cover supervisors. Ensuring the efficient and effective administration of the cover system.

**Owing to the requirements of the cover arrangements a prerequisite of this post is that the person will start at or before 7.30am**

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### Specific Duties:

#### Human Resources Administration

- Administration of attendance records for all staff and provision of attendance reports
- Assisting with the co-ordination of staff handbook and annual paperwork
- Monitoring and maintaining all staff data on SIMS database to include contracts, training and absence
- Managing the Single Central Record and DBS process for existing and new staff, volunteers and any outsourced agencies/companies, liaising with the Safeguarding Lead and Principal as required.
- Organisation of all new appointment documentation and any changes to current staff contracts
- Preparation of packs for advertised vacancies
- Placing recruitment adverts onto relevant websites, universities and the Academy website.
- Reviewing advertising options with suppliers to obtain a cost effective solution.
- Organisation of interview programmes

- Organisation of relevant checks for new staff, recording, monitoring and reporting current status to the Principal as required
- Undertaking and responding to general personnel queries
- Managing variations to contracts, ensuring the Business Manager is appropriately informed for payroll purposes.
- Timely filing of all staff information in staff records, following the record retention policy at all times.
- Liaising with external HR advisors when required
- Ensuring the Academy is complying with data protection, confidentiality guidelines and safer recruitment processes within all HR functions
- To create a no blame, no excuses culture of high expectations of all staff working in support roles.
- Create a culture where discussions and observations to share good practice, and to monitor the implementation of policy are commonplace. Take a personal role in spreading good practice.
- Maintain high levels of confidentiality at all times.

### **Office Manager**

- To be responsible for the direction and management of the school administration team ensuring that an effective and efficient administration service is delivered to all stakeholders and this continues in any period of staff absence. Manage and monitor the efficient working of administrative resources
- To ensure an efficient and effective 'Front of House' reception service is provided to the school's students, parents and visitors, including overseeing safeguarding requirements for visitors and contractors.
- Support Business Manager with administration duties
- Organise administration support to the School Leadership Team.
- Completion and return of the annual School Workforce Census
- Overseeing and ensuring the quality of communications from the Main Office (e.g. newsletters, text messages, letters, information packs and booklets) Supporting Data Protection requirements by coordinating staff/ student data changes and new consent forms, updating I.T. systems accordingly.
- Managing fire evacuation registers and staff evacuation lists
- Managing, training, monitoring and appraising directly line managed staff

### **Cover Arrangements**

- Organise and deliver the daily cover arrangements for both immediate and long term cover and plan any changes to pre- planned provision
- Administration of all supply and agency requirements including database entry
- Negotiate with supply agencies to obtain cost effective supply cover.
- Responsibility for communication of all arrangements to staff throughout the academy

The Job Description is not exhaustive, and the post holder may be required to undertake any other duties administrative duties as reasonably required by the Principal & The Business Manager

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Signed: ..... (Manager)                      Dated: .....

Signed: ..... (Post Holder)                      Dated:.....