



Job Description

Job Title: HR Assistant / Educational Visits Coordinator

Accountable to:	HR Manager/SBM	Post type:	Permanent
Salary/Grade:	Band G SCP 11 - 14	Actual Salary	£18,898.69 - £20,668.39
Hours Of Work	30 hours a week 40 weeks per year. Term time only plus Teacher Training Days plus 1 week holiday working		
Liaising with:	Parents/carers, staff, visitors, students		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Purpose of the role

- To provide efficient and effective administrative support to the HR Manager that facilitates and enables the employee lifecycle from recruitment through to retirement
- To deliver a professional and high-quality customer focussed service to the school, staff and candidates
- To co-ordinate the school's educational visits, providing efficient, compliant administration in the coordination of residential trips, educational visits and other educational / enrichment activities.
- To respond to all queries, via telephone, in writing and face to face ensuring that, all enquiries or issues arising are dealt with in a prompt and professional manner
- The role requires first class judgement, high levels of tact, discretion, initiative, personal organisation and great flexibility, as well as an ability to work to deadlines. The ability to maintain confidentiality is critical. Duties may need to be completed to tight deadlines or in the absence of detailed information, and the postholder will need a proactive approach

Main Duties and Responsibilities

Recruitment:

To support the HR Manager with the coordination and administration of recruitment of all teaching and non-teaching staff to ensure it is carried out in a timely and accurate manner in accordance with the School's Safer Recruitment procedures. This will include:

- Preparing and posting advertisements



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- Dealing with responses to recruitment advertising, including applicant queries
- Corresponding with all candidates in a polite and professional manner
- Coordinating the application, interview, appointment, induction processes and dealing with the associated paperwork
- Ensuring pre-employment checks (DBS, medical, eligibility to work, etc.) are conducted in a timely manner and all legal checks are satisfactorily completed, prior to commencement of employment
- Creating and maintaining staff files and documentation
- Working closely with the School's Professional Tutor regarding placements, ensuring relevant safeguarding checks are in place
- Monitoring the School Recruitment inbox

Staff Induction:

- Supporting SLT with the new staff induction process, ensuring all new staff are invited to the scheduled induction, organising relevant paperwork, catering and room booking
- Liaising with line managers, ensuring they complete a thorough induction and probation process for new staff
- Liaising with other school staff to ensure all new staff are provided with an email address, laptop, pigeonhole in the staff room, appropriate keys, access to the catering payment system, etc.
- Supporting SLT with the annual September INSET arrangements for new staff
- Supporting staff with the induction arrangements for the start of the School year
- Ensuring all new staff receive certification of induction and INSET attended

Absences/Cover:

- Processing cover requests and ensuring school systems are up to date and accurate
- Processing and monitoring staff absences and inform the HR Manager, when relevant, in accordance with the Schools' Absence Policy
- Liaising with line managers to ensure return to work meetings are held and appropriate certification received from absent staff
- Providing data on absences when required
- Assist with the smooth administration of medical and occupational health appointments, ensuring all the necessary information is provided and requested
- Monitoring the School Absence inbox

Employee Development:

- Liaising with managers to ensure performance management and probation paperwork is completed for all staff, chasing as required
- Ensuring all staff training records are up to date, and provide reports as required
- Supporting and maintaining staff appraisals and personal development via BlueSky

HR:

- Undertaking HR administrative functions as required by the School Leadership Team
- Responding accurately to staff queries
- Advising staff on entitlements, in accordance with their terms and conditions of employment, as required
- Preparing and issuing letters for changes to contracts, confirmation of maternity and paternity leave, etc.
- Assisting with the administration of the annual pay review



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- Maintaining the Management Information System (MIS) and Single Central Record for staff, ensuring all legal checks are recorded, highlighting any areas of concern to the Business Manager
- Assisting with maintaining staff records on the SIMS database ensuring it is accurate and fully up to date, including joiners and leavers, absence and training, producing reports as requested
- Undertaking Safer Recruitment training and other available training opportunities and showing a commitment to continuous development, to maximise potential and ensure the efficient and effective delivery of HR services within the School
- Undertaking HR projects as required

Educational Trips Coordinator:

- Process trip requests and ensure all appropriate trip paperwork is correct, completed and encapsulates all aspects of the visit, advising trip leaders as required
- Make sure that health and safety procedures, including risk assessments and emergency procedures are correct for each visit
- Liaise with finance staff regarding parental payments, trip budgets, etc.
- Ensure all communication to parents is checked
- Liaise with first aid to ensure first aid kits and medication are collected prior to the trip by the designated person
- Maintain a rolling calendar of trips/school visits approved by the Leadership Team
- Undertake any appropriate training provided by the School to assist in carrying out the above duties
- Keep up-to-date with all legislation and best practice advice on the running of educational visits and events, and ensure that all activities and events meet guidance requirements

Enrichment Activities:

- Maintain the school's extra-curricular activities calendar on a termly basis to help raise student's aspirations.

Admin duties:

- Providing reception cover
- Providing First Aid cover when required

General Requirements

- Enhanced CRB Check
- Strong commitment to furthering equalities in both service delivery and employment practice
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development as identified



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- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).