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Human Resources & Site Admin Officer
at Swanland Primary School

Application Pack

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Welcome Letter

Dear Applicant


Thank you for expressing an interest in our position of Human Resources & Site Admin Officer at Swanland Primary School.

Swanland Primary School is a two-form entry school with 420 children on roll. We are part of Edukos Trust and this role would involve undertaking tasks for both Swanland Primary School and Dunswell Academy (also part of Edukos Trust) with the base being at Swanland Primary School.

This role presents an excellent opportunity for someone to work in a friendly, caring and supportive environment.

If you would like any further information, please do not hesitate to contact the School (01482 631300) – we will be more than willing to discuss the role further.

Yours faithfully

A handwritten signature in blue ink that reads "HStephenson".

Hannah Stephenson
Head Teacher

Job Description

Human Resources & Site Admin Officer (part-time)

at Swanland Primary School (part of Edukos Trust)

**Hours of work: 15 hours per week over 2 days
(term-time only plus 10 days)**

8.30 am to 5.00 pm (with an hour for lunch)

Salary: NJC SCP 8 (£24,702 pa pro rata)

A vacancy has arisen in our busy School Office for a part-time Human Resources (HR) and Site Admin Officer. The School Office currently comprises a part-time School Business Manager (SBM) plus four administrators. It is the face of the School, receiving visitors to the School and dealing with the many and varied queries from staff, children, visitors and contractors alike.

This is a new role in our Office and would involve working two days a week, term-time only plus 10 days throughout the year (including the school holidays); these additional days may increase. The successful applicant would work very closely supporting the role of the SBM and be required to liaise to ensure all responsibilities are covered. It may be useful to be able to have some flexibility in the days worked from time-to-time.

The person undertaking this role would be responsible for administration of HR matters and assisting the SBM in other areas including Site Management Admin, Health & Safety, and general administration duties for both Swanland Primary School and Dunswell Academy.

A more detailed list of responsibilities is shown below:-

Human Resources:

- administering recruitment of all School vacancies, both at Swanland and Dunswell;
- administering any contractual changes for staff across the two schools, using bespoke iTrent/e-form software;
- receiving alerts via the bespoke iTrent system in respect of continuing/cumulative absences and ensuring appropriate responses;
- dealing with Occupational Health referrals and subsequent administration alongside the Head Teacher;
- providing HR information for Head Teachers' reports to Governors;
- maintaining Swanland's Single Central Record;
- processing Disclosure Barring Service checks for Swanland staff/volunteers etc;
- collating/verifying/submitting annual Workforce Census data to the Department for Education using ScholarPack MIS;
- responding to any HR queries from the 100+ staff from both schools.

Site Management Admin:

- liaising with the Head Teacher and School Business Manager on site management/ maintenance issues at Swanland and ensuring they are rectified with assistance from the Site Manager and/or Finance Officer;
- liaising, as required, with external contractors, particularly in respect of large building projects at Swanland;
- liaising with the Finance Officer re quotes requested for different works required at Swanland.

Health and Safety:

- assisting the Head Teacher in respect of Health and Safety issues, including Risk Assessments;
- ensuring Health & Safety concerns are rectified, through liaison with the School Business Manager, Site Manager, Finance Officer and contractors;
- dealing with Health & Safety administration, including regular health and safety checks, RIDDOR, insurance claims etc.

General Administration:

- liaising with administrative staff at Dunswell Academy;
- responding to all email queries relating to this role;
- using MS Word, MS Excel and other Microsoft packages;
- generally assisting within the School Office as required when busy, including carrying out first aid for the children;
- dealing with queries from all stakeholders as required when busy, ie staff, children, parents, visitors etc in person and on the telephone, using ScholarPack as required;
- carrying out any other tasks, as requested by the School Business Manager or Head Teacher, commensurate with this role/grade.

Training:

Training, as required, can be arranged for the following software packages: Hoge 100, iTrent, ScholarPack MIS, Here for Schools and various online platforms.

In addition, annual Safeguarding training, 3-yearly Data Protection, Safer Recruitment and First Aid training will be required.

Edukos Trust and Swanland Primary School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The suitability of all prospective employees/volunteers will be assessed during the recruitment process in line with this commitment. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Please see our Child Protection and other Policies on our school website by following [this link](#). Please note, online searches may be done as part of due diligence checks.

Job and Person Specification

	Essential	Desirable	Assessment
KNOWLEDGE/SKILLS			
Knowledge of and understanding of secure record keeping/confidentiality	x		Application Interview
Knowledge of office procedures and routines	x		Application Interview
Ability to touch-type	x		Application Interview
Understanding of health and safety/site management issues		x	Application Interview
QUALIFICATIONS/EXPERIENCE			
Minimum of 3 GCSEs or equivalent with 'C' grade (pass) in English and Maths	x		Application Qualification Certificate
NVQ level in Administration		x	Application Qualification Certificate
First aid qualification		x	Application Qualification Certificate
Experience of working within a school		x	Application Interview
Experience of working with the public	x		Application Interview References
Experience working with minimal supervision	x		Application Interview References
Experience in providing administrative support within a busy team	x		Application Interview References
Experience of using IT applications eg MS Word and/or MS Excel, MS Outlook (email) and the internet as a work tool	x		Application
Experience of the maintenance of a school's "Single Central Record"		x	Application Interview
Experience of Human Resources administration and systems		x	Application Interview
PERSONAL QUALITIES			
Good communication skills both verbal and written with competent use of English	x		Application Interview References
Ability to organise and prioritise workload and cope well under pressure	x		Application Interview References

Ability to pay attention to detail in your work/accurate	x		Application Interview References
Friendly, approachable, polite and efficient	x		Application Interview References
Ability to work as part of a team	x		Application Interview References
Flexible attitude to work	x		Application Interview References
Willingness to develop own training needs	x		Application Interview References

Explanatory Notes

Applications will only be accepted from candidates completing an Edukos Trust Application Form. Please complete ALL sections of the Application Form, which are relevant to you, as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form. Application forms are available on request from the School Business Manager at: sbm@swanlandschool.co.uk.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced Disclosure Barring Service (DBS) check.

- Candidates should be aware that all posts within Edukos Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the Job Description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current nor previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

An interview will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Owing to the number of applications we receive, it may not be possible to contact all applicants to confirm if they have been successful in securing an interview. Therefore, please assume that, if you do not hear from us by the interview date, in this instance you have been unsuccessful. We would like to thank you for taking the time to apply.

All candidates invited to interview must bring the following documents:

- documentary evidence of Right to Work in the UK (eg UK birth certificate, UK passport or appropriate overseas Visa/Share Code);

- documentary evidence of identity that will satisfy DBS requirements, such as a current driving licence including a photograph and/or a passport and/or a full birth certificate;
- documentary proof of current name and address (eg utility bill, bank statement, council tax bill etc);
- where appropriate any documentation evidencing change of name;
- documents confirming any educational or professional qualifications that are necessary or relevant for this post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek written references on shortlisted candidates for Trust-based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

NB If you do NOT wish us to contact your CURRENT employer prior to interview, please do make this clear on your Application Form.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- verification of Right to Work in the UK;
- receipt of at least two satisfactory written references (if these have not already been received);
- verification of identity checks and qualifications;
- satisfactory List 99 check;
- satisfactory enhanced DBS disclosure;
- verification of professional status such as QTS Status, NPQH (where required);
- satisfactory completion of the probationary period (where relevant);
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.

To apply for this vacancy please complete the Edukos Trust Application Form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Applications

Completed Application Forms may be returned in electronic format to:

sbm@swanlandschool.co.uk