

Job Title:	Executive Assistant (with Responsibility for HR)
Contract Information:	<p>Permanent 36.25 hours per week, all year round* <i>*A term time (plus week) contract would be considered (to be explored at interview)</i></p> <p>Monday / Tuesday / Thursday / Friday 7.45am to 3.45pm. Wednesday 7.45am to 5.30pm. <i>(this equates to 39.25 hours per week, the FTE weekly hours are 36.25 – therefore, the additional 3 hours per week will be taken back as time off during academy closure periods).</i></p> <p>30 mins unpaid lunch daily</p>
Responsible to:	Executive Leadership Team
Responsible for:	None
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	SCP23 – 28. Starting scale point is dependent on experience. £34,434 - £39,152 (FTE for an AYR role).
Other:	Two months' notice period.

Background & Vision:

Our vision for 'world class' education is one in which all pupils:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

Values:

Our values are at the heart of what we do.

We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

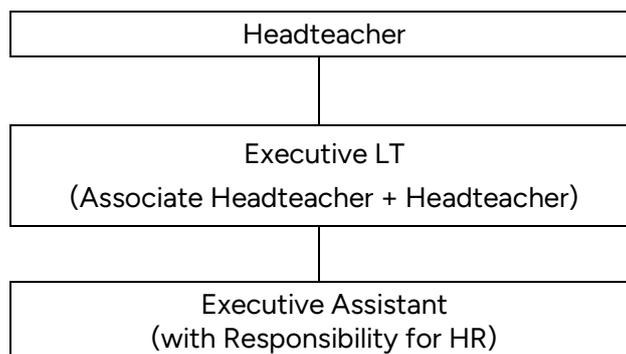
In order for every child at Hollingworth to be supported and challenged to make outstanding progress academically we need to build resilience in them to keep moving forward and take responsibility for their learning. We want considerate and confident young adults who are respected within their community, capable of successfully entering further education, employment and training. We will always have the highest expectations for all of our pupils, as their success is our success.

Purpose of the Job:

To provide efficient, confidential and high-quality HR support to Hollingworth Academy, ensuring the smooth operation of HR processes across the academy. In addition, this postholder will provide high quality executive assistant support to the academy's Executive Leadership Team (the Headteacher and Associate Headteacher).

As part of the Senior Leadership team, the postholder will play a key role in maintaining HR compliance, supporting the employee lifecycle, and contributing to a positive staff experience – working with the Trust Central HR Team to fulfil the academy-based HR duties outlined within the Trust Responsibility Matrix.

Organisational Chart:



Key Duties and Responsibilities:

The Executive Assistant is expected to take a keen interest in the work of the Headteacher and Associate Headteacher, offering professional support in all areas. A close and supportive working relationship is required to enable effective time management and efficient organisation of the combined workload of the executive support and HR responsibilities.

Executive and HR work must be handled efficiently, accurately and effectively. It is essential that this role is executed in a manner which allows the academy to maintain its outstanding reputation, with the Executive Assistant maintaining excellent professional relationships, internally and externally. In doing so the Executive Assistant will demonstrate an extensive knowledge of the academy's operations and understand and promote the academy's aims and objectives.

Executive Assistant Responsibilities:

- Provide proactive, confidential and professional executive support to the Headteacher and Associate Headteacher, and where capacity allows, to members of the SLT.
- Provide the Headteacher with regular updates on all HR matters with the academy.
- Manage complex diaries, schedule appointments, coordinate meetings, and prepare agendas and papers.
- Produce high-quality reports, correspondence, documentation and communication on behalf of the SLT.
- Act as first point of contact for SLT enquiries, exercising judgement, diplomacy and discretion.
- Act as a professional link between staff, SLT, Governors, external partners, and other stakeholders.
- Coordinate SLT-led events, training sessions, academy functions and stakeholder engagements.
- Monitor and track SLT action plans, deadlines and strategic objectives.
- Maintain strict confidentiality regarding sensitive information.
- Prepare HR updates to the SLT.
- Support SLT with HR Case Work and the associated documentation.
- Support the administration of Governor committees, as directed by the Clerk.
- Assist the team by arranging and taking notes at parental meetings as and when required.
- Assist the Administration Manager with the admissions process.

Human Resources Responsibilities:

All areas of HR below to be completed in line with the responsibilities outlined in the Trust Responsibility Matrix.

Recruitment & Employment Checks:

- To administer the full recruitment cycle from advert, shortlisting, interview panel preparation, to pre-employment checks and writing conditional offer letters.
- Following KCSIE, completing all relevant pre-employment checks and inputting these checks to the HR system for the Single Central Record. Reporting concerns and queries to the Trust HR Officer and auditing the SCR with both the Trust and Headteacher and DSL at the academy on a regular basis.
- Liaising with the DSL, Cover Team and Reception regarding staff in regulated activity, ensuring the relevant checks and compliance letters are in place and up to date information is recorded on the SCR.
- Recording equality data from all job applications, working with the Trust HR Officer to report on this.
- To complete the administration duties and new starter checks for volunteers and placements.

Staff Support

- To take the lead on the strategic plans for staff wellbeing within the academy.
- To monitor, process and record staff absence using the HR system and in line with relevant policies. Communicating with line managers regarding details of absences for them to complete RTW meetings and to raise concerns about absence and wellbeing with the Trust HR Team.
- To complete risk assessments, action plans and absence meetings with staff as required and revisit these as and when necessary.
- To proactively hold any initial meetings with staff about any HR related matters, with a view to de-escalating problems before they become staffing concerns.
- To raise any employee issues that require HR support with the Trust HR team at the earliest opportunity, for advice and support on process and policy.
- To be responsible for liaising with the insurers in relation to the absence of teaching staff and liaising with finance on payments made.

Staff Training/Compliance

- To be responsible for the administration elements of the HR and Compliance system in relation to CPD and training.
- To record all safeguarding training in the relevant system, raising issues with the DSL for the DSL to ensure all staff have received appropriate training.
- To monitor the completion of mandatory staff training/documents via Every, reporting information to the relevant Senior Leader(s).
- Advising the SLT regarding the policy schedule for the academy, ensuring it is up to date and that staff are aware when policies are due for renewal, and that these go through the required levels of approval before being uploaded to Every / the academy's website. This postholder will also have responsibility for advising on new and updated policies, and writing some of the policies across the academy.
- Plan and deliver relevant training, including inductions for new staff.

HR

- Provide day-to-day HR support to Senior Leaders, Line Managers and staff.
- To provide advice on HR issues within the academy and seek support from Trust HR on more complex matters.
- To produce HR letters including offer letters and changes to contract, and ensure that communications are sent to the Trust Central HR team for any administrative needs (e.g. contracts).
- Complete salary change forms and update the Trust on all academy monthly payroll changes.
- To ensure employee records, both electronic and paper, are up to date and maintained to support data and payroll queries and census submissions.
- Use of the Trust HR system, inputting data and quality assuring this regularly.
- To take notes at meetings as and when required.
- To process discretionary leave requests for the academy, following the Discretionary Leave Policy in relation to approval and pay.
- To collate completed performance management documentation and follow up where required.

- To support with the planning of academy training days where required.
- To complete any other HR related tasks commensurate with the role as required to support the academy or Trust HR team.

General Responsibilities:

- The postholder must perform their duties in accordance with the academy's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the academy ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events, as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- To work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.
- To carry out their duties with due regard to current and future academy/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the academy's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

- Internal:**
1. Teaching and support staff within the academy.
 2. Users of the academy.
 3. Voluntary helpers.
 4. Pupils.

- External:**
1. Parents/Carers.
 2. Visitors and stakeholders.
 3. Outside Agencies

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	<i>Postholder</i>	Date
Signed	<i>Line Manager</i>	Date