



# The Sisters of the Sacred Hearts of Jesus and Mary

## Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



	<b>JOB PROFILE</b>
Department	Administration
Job Title	Executive Officer (HR, Data, Administration and Governance)
Reports To	Principal
Grade	Grade 8
Job Purpose	<ul style="list-style-type: none"><li>• To provide confidential, high-level, quality and timely administrative support to the Principal and the Senior Leadership Team in all aspects of their roles.</li><li>• To be the first point of contact on all HR matters, providing routine advice and guidance on operational terms &amp; conditions and ensuring implementation and compliance with HR policies and processes in the school.</li><li>• To provide a comprehensive administration support service to the schools Governing Body.</li><li>• To be an effective and efficient Administration Officer to provide support to the administrative functions of the school.</li><li>• Contribute to the strategic planning and evaluation of the administrative functions of the school.</li></ul>

## **JOB DESCRIPTION**

### **Main Tasks**

- To provide confidential secretarial and administrative support to the Principal and Senior Leadership Team in all aspects of their work for the school.
- To provide an accessible, tactful and confidential liaison between internal and external stakeholders and the Principal, verbally or in writing.
- Organise relevant meetings, liaising with the Principal, Senior Leadership Team and other staff, ensuring all required paperwork is prepared and available, circulate meeting notes and complete any actions as necessary.
- Provide an effective and efficient service to the Principal, Senior Leadership Team and Governors contributing to the smooth running of the administration functions of the school on a daily basis.



- To ensure statutory information is up to date on the school website in liaison with the Senior Leadership Team and the IT Lead.
- Communicate at all levels with outside bodies such as LA's, DfE, Ofsted and the Diocese where directed.
- Update and produce school policies and reports as required and maintain the school policy portfolio.

## **HR**

- Provide quality, operational HR support and advice, ensuring that senior leaders and staff are provided with general advice and guidance on the implementation of key HR processes and procedures.
- Manage a range of HR processes including recruitment and selection, sickness and other absence policies, providing routine advice and guidance on terms and conditions and supporting disciplinary, grievance and performance processes as required.
- Responsible for the completion of recruitment and selection processes, including preparation of job advertisements and the organisation of the interview and selection processes ensuring tests/exercises are administered in a timely manner.
- Responsible for the completion of all recruitment paperwork in accordance with current legislation, including Keeping Children Safe in Education, guidance and safer recruitment as directed by Principal to ensure consistency and compliance.
- Take responsibility for the processing of new appointments and changes to existing employment contracts using established templates and proformas, including issuing of offers of employment and statements of particulars, ensuring all necessary paperwork is completed and returned and all staff files are fully compliant for audit purposes.
- Co-ordinate and conduct staff inductions, ensuring a smooth on-boarding experience, liaising with the designated department leads planning the induction programme for all new staff including arranging access to IT accounts log ins etc.
- Organise and monitor the induction and probation processes for all new starters, including interim reviews, and flagging any concerns.
- Maintain the Single Central Record (SCR) to ensure compliance with regulatory guidance for staff, new appointments, Governors etc. and that all pre-employment checks i.e. (references, medical, copies of qualifications and DBS check) have been completed in a timely manner before an employee commences employment, undertaking risk assessments as required
- Stay informed about changes in employment legislation and ensure school policies align.
- Provide advice to staff on operational HR issues and queries relating to terms and conditions of employment e.g. recruitment and selection and sickness and other absences and routine employee relations matters i.e. discipline and performance.
- Be responsible for the monitoring of staff attendance and punctuality providing information to relevant managers ensuring a robust absence management monitoring system is in place.
- To manage the coordination of HR review meetings alongside senior leaders and the schools external HR service provider.
- Support the Principal with formal HR processes e.g. grievance, disciplinary and capability cases, including minute taking as required.
- Respond to routine queries and requests from line managers/employees on employment matters.



- Be responsible for the monitoring and implementation of sickness absence management initiatives and procedures, supporting managers to manage attendance and undertake associated administrative processes.
- To be responsible for the areas of administration support relating to professional development, appraisal and training of line managed associate staff including satisfactory monitoring and reporting of probationary periods.
- Maintain the BlueSky database for Performance Management and CPD, updating staff records and line management information. Produce reports as required.
- Co-ordinate the Performance Management cycles for all staff ensuring all staff are aware of timescales and associated documentation, updating the Senior Leadership Team where required.
- Be the point of contact for all school staff in relation to using the PMF/CPD monitoring software.
- Maintain and implement HR procedures for the systematic production, retention, retrieval, transfer and disposal of records and/or information in accordance with GDPR, ensuring they are held in a secure, confidential manner.
- To advise the Principal on the implementation of policies needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc.
- When required, liaise with the school's HR provider regarding HR issues providing updates to the Principal

#### **Annual Data Returns**

- To be responsible for all School Data Returns.
- Run and submit school Census returns within the deadlines assigned by DfE and DOW ensuring all data on the returns is correct and submit to the relevant agency after approval by the Principal.

#### **Data Processing**

- As the schools named Data Processing Officer, oversee the processing and the rights of data subjects, accountability and transparency of data controllers under the GDPR 2018.
- Ensure data compliance in the production and standardisation of school forms.
- To update MIS system with new student information that includes requesting information from previous schools and ensuring application information is complete and saved and maintain admission paperwork electronically on the school network
- In liaison with SLT and the Education Health Care Lead update MIS system with SEN, medical and dietary, FSM, Pupil Premium, Parental Permissions information.
- Be responsible for sending and receiving secure CTF transfer files for new placements when necessary.
- Be responsible for yearly MIS system routines i.e. setting up new academic year, creation of new tutor groups and classes and assign students to these classes.
- Admit new students to the system and process leavers and add and links new agency contacts.
- Send out annual student and staff data checks.

#### **Administration**

- To prepare and update Staff and Parent Handbooks.



- In liaison with the Operations Manager have an oversight of all work undertaken by the administrative team in order to support the allocation of workload.
- Oversee the schools generic email accounts and prioritise incoming correspondence, messages and tasks forwarding information to the relevant members of the school team.
- Be responsible for the coordination of prospective student consultations, admission and contractual arrangements in liaison with the Admissions Panel,
- Ensure parents or carers of new students receive admissions information and Parent Handbooks.

### **Clerk to the Governing Body**

- To liaise with the Chair of Trustees, Principal and Chair of Governors on all matters of governance on a regular basis.
- To produce a calendar for all stakeholders ensuring reporting deadlines are met to allow for quality assurance to take place in a timely manner.
- To schedule, attend and minute all full Governing Body and Committee meetings.
- Provide a full clerking service, setting agendas, preparing, collating and distributing all associated paperwork and signed off.
- Ensure annual governance forms are completed and submitted by all Governors.
- Make arrangements for statutory annual training for Governors ensuring completion.
- To ensure all governance papers tabled at meetings are sent to the Trustees as set out in their Scheme of Delegation.
- Ensure the school and Governors remain abreast of developments in the area of Governance.

### **General**

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties, commensurate with the post, to ensure the smooth operation of the responsibilities of the administration team as directed by the Principal.

### **Decision Making**

- Routine decisions regarding the organisation of own work.
- When to refer matters to the Principal or Senior Leadership Team
- When matters are confidential or need to be dealt with sensitively – especially when child protection is involved.

### **Responsibility**

- Organise workload and prioritise on a daily basis using your own initiative and knowledge of the work with minimum supervision from the Principal.
- Meet deadlines and bring appropriate matters to the attention of the Principal.
- Bring matters of concern relating to pre-determined deadlines to the attention of the Principal where necessary.



This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Pield Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

*We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.*

**The Post Holder is expected to uphold the Christian ethos of the school.**

**Postholder Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Person Specification			
Criteria		Essential	Desirable
<b><u>Qualifications and Training</u></b>	'A' Level standard or equivalent.	✓	
	English and Maths GCSE at grade C or above.	✓	
	School administration qualification or similar	✓	
	Foundation Level 3 Certificate in People Management Practice or equivalent HR qualification	✓	
	Governance Professional qualification		✓
	Safer Recruitment Training		✓
	Level 4 Diploma for School Business Managers		✓
<b><u>Knowledge and Experience</u></b>	Experience of working in education and HR	✓	
	Proficiency in software with strong skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.	✓	
	Experience of managing and using MIS package (SIMS or Arbor)	✓	
	Forming strong and effective relationships with senior staff	✓	
<b><u>Skills and Abilities</u></b>	Strong organisational skills, ability to manage multiple tasks, prioritize effectively, and meet deadlines.	✓	
	Attention to detail, a meticulous approach to work and ability to handle sensitive information with confidentiality.	✓	
	Ability to work independently and under pressure, capacity to handle a high workload and adapt to changing priorities	✓	
	Excellent communication skills, an ability to communicate and write clearly and professionally with a variety of stakeholders and audiences.	✓	
	To be able to undertake all aspects of the job description.	✓	
<b><u>Personal Attributes</u></b>	To have strong PR and interpersonal skills.	✓	
	To be highly professional, confidential and discrete.	✓	



	To be proactive, show initiative and use sound judgement.	✓	
	To be able to communicate effectively and positively with all members of the school community.	✓	
	To remain calm under pressure and positive at all times.	✓	
	To be a strong team player.	✓	