



## **The Shropshire Gateway Educational Trust**

### **Assistant to the Trust Head of Finance, Business and operational organisation**

Fulltime, permanent position 37 hours per week all year around. Role is flexible in working patterns or hours for the right applicant.

Salary within range NJC Scale 5, point range 12/17 £22571 – £24920 Pro rata for part-time hours/term time.

This position carries an annual leave allocation of 24 days plus public holidays.

Hours: 8am - 4pm, full time, (all year round plus annual leave entitlement, to be taken in the school holidays).

Progression is subject to annual performance management.

Reporting to Trust Head of Finance, Business and operational organisation.

**Overall purpose:** To support the Trust Head of Finance, Business and operational organisation on all aspects of the Trust's Business responsibilities with a focus on HR and payroll.

### **Main Duties and Responsibilities:**

**The Assistant to the Trust Head of Finance, Business and operational organisation will have experience in:**

- Business and Administration Management
- Human Resources or payroll

They will have,

- Developing skills in administration
- Excellent interpersonal skills
- Excellent IT skills
- A proactive attitude
- Problem solving skills
- Excellent time management skills as well as the ability to organise and prioritise in an efficient and effective manner

To work across the Trust schools to ensure HR contractual matters are dealt with efficiently and in line with statutory or Trust procedures.

This includes but is not limited to;

- Assisting in the review of Trust HR policies, ensuring they are updated in a timely manner and shared appropriately
- To have an understanding of employment practices and procedures across the Trust
- To assist other lead support staff professionals within the Trust
- To keep knowledge up to date and current in relation to HR, and statutory compliance practices by attending appropriate training as required
- Establish and maintain effective relationships and communication with all staff
- To undertake staff induction as required
- To maintain the staff handbook
- To take part in an annual staff performance review with the line manager
- To promote appropriate professional development through own personal learning and support for colleagues
- Assist or lead on delegated personnel matters relating to staff
- To minute meetings with employees
- To deputise for the Trust Head of Finance, Business and operational organisation in HR Business meetings as required

To work across the Trust schools to ensure HR and staff related compliance for the Trust is accurate and up to date.

This includes but is not limited to;

- Responsible for annual preparation of staff information for the school workforce census, including keeping electronic records up to date to ensure that this is completed in an accurate and timely manner and ensuring all staff data is accurate and kept up to date at all times.
- Responsibility for the provision of staff costings to inform the budget setting/maintaining process.
- Working with primary colleagues to facilitate processing of all payroll variations.
- Systematic tracking and monitoring of staff absence and special leave requests in close liaison with the Trust Head of Finance, Business and operational organisation/ Headteacher and ensuring accurate maintenance of all data on the trust HR software.
- To ensure all staff starters, leavers and contract amendments are processed promptly.
- To be responsible for supporting the Trust Head of Finance, Business and operational organisation in organising and undertaking staff attendance review meetings, minute taking and recording all correspondence as appropriate.
- To keep an accurate track of all DBS renewals and to implement the process of renewing these as required.
- To keep all data and information of a sensitive nature secure at all times and to handle all HR, recruitment and compliance information in a discreet manner.
- To assist in facilitating, tracking and monitoring of support staff appraisal
- To record all training records and ensure renewal is organised as required e.g. First Aid certificates, Driver assessments and catering food hygiene certification.

- Any other duties relating to the nature of the role as determined by the Trust Head of Finance, Business and operational organisation.

Responsible for assisting the Trust Head of Finance, Business and operational organisation in the recruitment process (both internally and externally) of the Trust. This includes but is not limited to;

- Creating application packs for the post in close liaison with the Trust Head of Finance, Business and operational organisation/ Headteacher.
  - Assisting with advertising of posts.
  - Assisting in communication with shortlisted candidates to invite them to interview and confirming attendance.
  - Assisting with seeking references for all candidates prior to interview and ensuring that these are passed over to the interview panel on the day.
  - Assisting with practical arrangements for the interview day, i.e., schedule, interview packs for the panel, safer recruitment checks, tasks, observations, tours, escorting, rooming and refreshments.
  - Assisting the Trust Head of Finance, Business and operational organisation with new starter paperwork.
  - Ensuring that new starters are added onto the HR system prior to induction and that the data manager and IT department are informed for password and email set up and staff ID badges.
  - Ensuring all inductions are set up for new starters with their HOD/Line Manager and obtaining the paperwork for these to add to files.
  - Monitoring probationary periods and ensuring that reviews are taking place, paperwork is returned, and a copy added to staff file.
  - To complete administration for the apprenticeship scheme.
  - Any other duties relating to the nature of the role as determined by the Line Manager.
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- To have due regard for safeguarding and promoting the welfare of children at all times
  - Follow all associated child protection, safeguarding and safer recruitment policies as produced by the Trust

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Trust Head of Finance, Business and operational organisation.