



HR Administrator

November 2019



HR Administrator – Post Details

The Kingston Academy seeks a committed HR Assistant to work with the Chief Operating Officer and operations team to provide an efficient and accurate administrative HR service to all school stakeholders.

Details of the Role

Job title:	HR Administrator
Salary range:	Scale C, point 10-14 £20,080 - £20,207 FTE £18,380 - £18,497 Pro rata
Hours:	40 hours, 41 weeks per year
Accountable to:	Chief Operating Officer

Application Process

Please visit the school website (www.thekingstonacademy.org). Under 'Careers' you will find a link to the school careers portal where you can complete the online application form.

Interview Procedure

Our selection procedure will aim to identify with rigor whether the candidate fulfills the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- An HR assistant in-tray exercise
- An interview with the Chief Operating Officer and Head Teacher of the school

Safeguarding and Safer Recruitment Statement

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers to successful candidates are subject to safeguarding checks and lesson observation. An Enhanced DBS check will be carried out for the successful candidate.



Letter to Candidates from Ms. Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team. The opportunity to share in the architecture of a new school and be integral in its delivery is unique. We have come such a long way in a short space of time and were delighted to be judged Outstanding in all categories by Ofsted in the summer of 2018.



The successful candidate for this role will join us at an exciting stage in our development. We have recently taken possession of our state-of-the-art new building with full sized sports hall, many fully equipped science laboratories, a lecture theatre, dining hall and much more.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

At The Kingston Academy, we recognise that the ability of our teachers to deliver academic excellence is dependent on the support of an effective operations team, staffed by skilled professionals. We very much acknowledge the invaluable role that operations staff play in ensuring our success.

We hope you will be able to see your place in The Kingston Academy story. You may call the Chief Operating Officer, Julie Dudley, to discuss any questions you may have prior to submitting your application (tel: 0208 465 6200).

We very much look forward to hearing from you.

A handwritten signature in black ink, which appears to read 'Sophie Cavanagh'. The signature is fluid and cursive, written on a white background.

Ms Sophie M Cavanagh

Head Teacher - The Kingston Academy



Background to the school

The Kingston Academy is an ambitious new state secondary school set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The over-riding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has five year groups (7, 8, 9, 10 and 11) and will grow annually by one additional group, to include a Sixth Form next year.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.



At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.

Job Description – HR Assistant

Core Purpose

- Manage all aspects of staff information, payroll and staff files and keep MIS updated
- Keep accurate records of staff absence, payroll information and maintain staff files
- Administer recruitment processes alongside COO

Specific Responsibilities

- Ensure that all employee records in the school's database are accurate and updated when required.
- Create and update employee HR Compliance files (both hardcopy and electronic).
- General filing and shredding.
- Ensure that regular, consistent and timely information and instruction is prepared, authorised and provided to the payroll provider.
- Systematic tracking and monitoring of staff absence and special leave requests.
- To ensure all staff leavers are processed on SIMS.
- To ensure that all staff are compliant before employment date commences.
- Preparation of offer letters/contract variations.
- 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.
- Coordinate reference requests for new appointments, including sign off with Head Teacher.
- Coordinate induction programmes for all new starters.
- Ensure Bluesky is kept up to date.
- Assist with performance management process, including preparing supporting documentation.
- Other administrative tasks as and when needed.

General Responsibilities

- Working collaboratively to ensure best practice is maintained at all levels.
- Undertake supervision duties at break and lunch as required.
- Undertake other duties as required in line with overall grading and purpose of the job.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the holder of the post.


Person Specification – HR Administrator

Qualifications

Essential

- Good standard of education (minimum of good GCSE levels or equivalent in English and maths)

Desirable

- CIPD Qualification
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Experience

Essential

- Experience of working in a similar HR role

Desirable

- Experience of working in Education Sector

Skills and Abilities

Essential

- Good IT skills and confident in the use of Google Docs, Microsoft Excel, Word and Outlook
- Ability to communicate effectively on the telephone and in person
- Strong attention to detail and able to produce work with a high level of accuracy
- Good organisational and workload management skills specifically with the ability to prioritise own work and reprioritise when necessary
- Able to work in an office environment that often demands high levels of concentration, while coping with frequent interruptions
- Integrity and understanding of care needed with sensitive information
- Able to respond to changing priorities
- Able to manage a high volume workload
- Able to analyse information
- Good problem solving ability
- An understanding of the importance of confidentiality

Qualities

- Commitment to continuous professional development of yourself and others
 - Ability to relate well to all types of stakeholders for example students, suppliers and contractors, governors, local authority staff
 - A commitment to positive and healthy outcomes for young people
 - Ability to listen effectively and be sensitive to others
 - A demonstrable commitment to the safeguarding of students and child protection
 - A demonstrable commitment to equal opportunities
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