

ANDALUSIA ACADEMY BRISTOL	
Term time Administrator to Senior Leadership Team	
POST TITLE: Administrator to Senior Leadership Team (SLT)	Salary: Depending on experience.
RESPONSIBLE TO: Principal/Headteacher	
SUPERVISED BY: Assistant Headteacher	
Hours: Mondays - Fridays – 09:00am to 12:00pm	
Holiday: 28 days pro rata + bank holidays (based on 5.6 weeks fulltime)	
DATE: ASAP	

Andalusia Academy is looking for a skilled and highly motivated administrator to work in our school on a part time basis. In addition to your main HR role, you will provide some administrative support to three members of the SLT.

What we need from you:

- Good general education
- Excellent communication skills
- High levels of IT competency
- Ability to prioritise workload
- Outstanding organisation skills
- Resilient
- Flexible
- Able to use initiative

The Role

There are **four** main elements to this role:

1. Providing whole school HR Support
2. Managing Employee Records
3. Maintaining Staff Training log
4. Principal and Headteacher Administration Support

HR/Administration

- Support the Academy in the recruitment of teaching, operational and support staff
- Place vacancy advertisements and respond to communications from candidates.
- Track applications, prepare shortlisting packs and invite candidates for interview.
- Apply for references and make follow up calls to referees as directed by the SLT.
- Produce and issue interview programmes, as directed by the SLT, and individual interview timetables for all staff involved in the process.
- Prepare candidate welcome packs and candidate programmes.
- Make any necessary arrangements for candidates such as visitor parking, etc.
- Support interview arrangements on the day, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments.
- Check, and process Disclosure and Barring Service (DBS) applications.

- Administer new starter paperwork for the successful candidate.
- Ensure all new support staff are issued with appropriate induction documentation.
- Updating 'Early Years' headcount via Pioneer.

Employee Records

- Support the Principal in ensuring the staff appointment register, the 'Single Central Register of Staff', is kept up to date at all times.
- Ensure that all other employee records in the staff files are accurate and updated when required.
- General filing and shredding.

Staff Training/Educare

- Monitor Educare, and other mandatory staff training

Safeguarding

- Attend all safeguarding training as required by the school.
- Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process.
- As directed by the SLT, attend any internal meetings on compliance, and the Single Central Register.

Safeguarding Statement:

Andalusia Academy is committed to safeguarding and promoting the welfare of children and young people and an enhanced DBS disclosure will be required for the successful candidate.

Applications should be received by 9am on Friday 12th October. Shortlisted applicants will be telephoned to arrange a date to attend an interview.