



Central Team Assistant Job Description

Job Title	Central Team Assistant
Grade	D Point 7 - 12
Reports to	Bursar
Purpose of role	The post-holder will be responsible for providing effective and responsive administrative support across a range of HR, payroll and finance duties. The post-holder will demonstrate a high level of professionalism and confidentiality at all times.
Main Responsibilities, Tasks and Duties	<ul style="list-style-type: none"> • Input and monitor staff absence and produce monthly absence reports • Provide administrative support for all recruitment activities including the development of job descriptions, designing and publishing internal and external adverts, collating application forms and organising selection interviews/tasks. • Administer new starter offer of employment packs and ensure all pre-employment documentation/checks are complete. • Coordinate the new starter induction process. • Prepare amendments for existing employee terms and conditions of employment. • Process maternity, paternity, adoption and shared parental leave requests. • Administer leaver letters and archive files in line with Trust procedures. • Coordinate the updating of Trust HR policies. • Minute confidential meetings (e.g. sickness/disciplinary/grievance meetings) accurately and in a timely manner. • Support and assist the Business Manager on a range of ad-hoc HR projects and initiatives. • Support the Bursar to process the in-house payroll throughout the monthly cycle. • Respond to general payroll queries from Trust employees. • Undertake basic administrative duties including filing, scanning, archiving, record keeping, photocopying and distributing relevant documents. • Any other duties as reasonably expected of the post holder
General Duties	<ul style="list-style-type: none"> • Promote, act as a role model and implement the Trust's policies, practices and procedures including those relating to equality and diversity. • Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety at Work Act. • Demonstrate day to day commitment to the Trust's core values and mission statement. • Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Trust. •

Central Team Assistant Person Specification



General heading	Detail	Examples
Qualifications & Experience	Knowledge of relevant procedures	Working knowledge of iTrent within education – (D)
	Knowledge of relevant policies	Working knowledge of HR policies and procedures – (D)
	Literacy	NVQ Level 3 in English or equivalent (E)
	Numeracy	NVQ Level 3 in Maths or equivalent (E)
	Technology	Competency in the use of word and Excel, wide range of financial and administrative IT packages (E)
Communication	Written	Ability to complete returns, write letters and detailed reports (E)
	Verbal	Ability to exchange complex verbal information clearly and sensitively (E)
	Languages	Seek support to overcome communication barriers with children and adults (E)
	Negotiating	Ability to negotiate effectively to achieve best outcomes (E)
Working with others	Relationships	Establish effective relationships with those working across the trust (D)
	Team work	Ability to make a distinctive contribution to the work of a team (D)
Responsibilities	Organisational skills	Excellent organisational skills (E)
	Time Management	Ability to prioritise workload and manage own time effectively (E)
General	Personal development	Willingness to learn (E)
		Calm and cheerful approach (E)
		Welcoming attitude (E)

Essential (E)

Desirable (D)