



**Job Description & Person Specification
Staff Support Co-ordinator**

Job Description

Job Title:	Staff Support Co-ordinator
Pay Grade / Scale / Range:	SO1 - SCP23 -25 See advertisement for actual salary
Benefits & Perks:	Occupational Sickness scheme, TOIL scheme, Occupational Pension scheme, Health benefit scheme
Working hours:	36 hrs 40 mins per week Term Time plus 10 days (200 days) Part time may be considered You must be available to work other non-contracted hours as designated by senior leaders. This will be paid or accrue TOIL.
Location:	Samuel Laycock School You may be required to work at any site of the New Bridge MAT
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	School Business Manager
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 weeks for new staff to the organisation

New Bridge MAT

Staff Support Co-ordinator

Purpose of the post

- To provide full and effective site-based support to senior managers around staffing issues.
- To deliver guidance and support in a professional and helpful way acting as first line assistance to all colleagues.
- To be a support to the Central HR advisory team on the range of employment issues, including conditions of service and employee benefits, discipline, grievance, performance management and absence management.
- To facilitate recruitment and ensure compliance with safer recruitment rules and practices.
- To provide pastoral based support and advice to staff on-site including employee benefits, wellbeing, development and staff relations
- To guide senior leaders on staff relations and employee data.
- To lead on the wellbeing strategy including ensuring KPIs are met.

Main tasks

Recruitment of employees

- To support senior leaders with designing staff structures
- To support with the writing of job descriptions and person specifications for submission to the trust central team
- To work alongside the school senior leadership team to ensure the school's recruitment cycle targets are met.
- To work alongside SLT to find the best and most innovative ways for the recruitment to the school
- To receive application forms and shortlisting matrix from Central HR
- To provide the application pack to the relevant person in school
- To advise successful applicants and unsuccessful applicants of the short-listing outcome.

- To arrange interviews for those applicants taken to the next stage.
- Pre-interview, to interrogate the application form and ensure the relevant questions are asked at interview e.g. gaps in employment, overseas working, criminal disclosures.
- Pre-interview, to ensure all candidates have received and returned the Criminal Declaration form.
- To advise Central HR about any overseas working and criminal disclosures
- To be clear what that the terms and conditions of the post are so as to advise at interview.
- To help draft interview questions and attend selection activities as required ensuring that all staff related issues are covered and addressed with candidates.
- To support and advise selection panels as required in decision making and then contact successful and unsuccessful candidates.
- To send new starter information to the Trust Central HR team so that pre-employment checks and on-boarding can start.
- To liaise with school / manager to establish agreed working patterns for non-teaching staff and issue that to the new starter.
- To ensure new teaching staff are aware of the directed time budget in conjunction with the school.
- To issue the HR induction pack to the successful candidate.
- To undertake an appropriate induction for new employees / agency workers / governors etc.
- To have overall responsibility for the probationary period / appraisal process / reflection process for all staff.
- To produce replacement ID badges for existing staff / Governors
- To produce ID badges for work placements/volunteers, ensuring adherence to the safeguarding policy and security of the school, collecting badges when no longer required.

Volunteers / work experience / work placements

- To liaise with school leaders about placements for volunteers / work experience opportunities.
- To take up relevant pre-starting checks – application form, references, DBS in conjunction with Central HR.
- To arrange start date.

Other duties

- To implement school level policy and systems relating to HR processes
- To be responsible for the administration of staff data and to manage the quality of that data held within the MIS systems
- In liaison with the school business manager to notify HR central team of changes to staff contracts.
- To advise staff on-site about general queries in relation to their terms and conditions of employment
- To provide first line pastoral support and advice to staff escalating more complex issues to the relevant person on-site including signposting to Occupational Health / Westfield Health EAP if required
- Monitor the absence line on a daily basis and record the absence for designated schools/services on the HR Management Information System.
- Take receipt of Fit Notes and update the HR Management Information System.
- Monitor when Fit Notes need to be refreshed and advise school leaders/managers of continuing absence.
- To contact the relevant member of staff if no on-going Fit Note is received.
- Carry out and record Return to Work interviews and advise the relevant staff if any actions are required.
- To monitor staff absence and advise Central HR Advisory service accordingly when triggers are met.
- To support Central HR advisor to complete occupational health referrals as and when required.
- To be responsible for processing on-site e-forms in-line with the relevant policy with the designated person on-site and then advising the member of staff of the outcome.

- To ensure the exit interview procedure is followed when staff leave.
- To advise Central HR advisors of maternity / paternity cases so the relevant risk assessments can be undertaken and support with the risk assessments as required.
- To support staff with maternity / paternity advice and care.
- To support the Central HR advisors with other staff risk assessments as required.
- To ensure the Single Central Record has been completed and updated by the Central HR team.
- To update the Single Central Record for all individuals, excluding new staff, who need to added to or removed from the SCR.
- To audit the Single Central Record on a regular basis in addition to the audit with SLT and Governors to ensure it is compliant.
- To have responsibility for the school workforce census for the school, ensuring all data is up to date for timely submission of the report.
- To undertake general administrative tasks as required.
- To support the planning and organisation of site based training and other external events as required.
- To record, monitor and report on all staff / Governor training through the Management Information System. (mandatory / bespoke training).
- To fully support the formulation of reports for accountability purposes (ADDO/ governance) by gathering and providing people data and insights

Wellbeing

- To working alongside the Senior Leadership Team to drive forward the MAT strategy, supporting with wellbeing events and creating employee engagement initiatives.
- To lead the implementation of wellbeing strategies working with SLT to ensure the school continues to be the Employer of Choice.

Standard Duties

- To work across the New Bridge Group if required
- To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all

- To uphold and promote the values and the ethos of the school
- To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school
- To attend and participate in relevant meetings as appropriate
- To undertake any other additional duties commensurate with the grade of the post

Contacts

Colleagues within the school, staff of other education and healthcare professionals and visitors to the school.

Responsible to: School Business Manager

Responsible for: Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	04.04.23	Helen Wilson/ Simon Smith / Suzanne Smith Rita Righini	
REVIEWED			

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Literacy and Numeracy skills to fulfil the demands of the role.	CIPD qualification or equivalent level of experience with a commitment to gain qualification	AF / I
Experience	<p>Experience of working in an HR administrative / wellbeing capacity</p> <p>Experience of implementing wellbeing strategy</p> <p>Experience of providing pastoral support to others</p> <p>Experience of working in and contributing to an effective team as well as working on own initiative</p> <p>Experience of working to tight deadlines</p> <p>Experience of using a full range of IT systems in order to gather data producing statistical reports in an informative and concise manner</p> <p>Experience of working with confidential information</p>	Experience of working in a school or other educational setting in an administrative capacity	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Skills & Abilities	Interpersonal and negotiation / conflict resolution skills to establish, develop and maintain effective positive working relationships with different audiences,		AF / I

	Spoken communication skills to exchange information with a range of audiences, where the information can sometimes be complicated or of a sensitive nature		AF / I
	Written communication skills to compose letters and other documents in a style and format appropriate to the intended audience		AF / I
	Analytical skills to research and investigate information and report back on findings		AF/I
	Organisational skills to work under pressure to complete tasks to potentially conflicting deadlines, which can involve prioritising own work and that of others if necessary		AF/I
	Ability to work flexibly and switch between competing demands, ensuring work is accurate		AF/I
	Initiative to respond to unexpected problems and working within guidelines to make appropriate decisions using recognised procedures and policies as a guide		AF/I
	Ability to use a range of ICT applications including Excel spreadsheets		AF/I
	The ability to identify problems and develop solutions using own initiative and without close supervision		AF/I
	Ability to deal sensitively and appropriately with confidential personal workplace situations		AF/I

	Ability to provide basic advice on employment terms, conditions, policies and procedures		AF/I
Knowledge and understanding	Knowledge of the terms and conditions of employment for school based staff.	Knowledge and understanding of HR policy and procedures	AF / I
	An understanding and commitment to Equality and diversity, Safeguarding and Health and Safety		AF / I
	Understanding of data protection and the need to keep information confidential		AF / I
	Understanding why safeguarding is important when working with children and young people		AF / I
Work circumstances	Commitment to personal development		I
	To be punctual and have regular attendance		I
	The post holder must be willing and able to work flexibly as may be required		I
	To travel to and work at any site within the New Bridge Group as may be required		I
	Occasional out of hours working to support school functions or evening meetings		I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview

