Lytchett Minster School
Job Details and Person Specification

Post: **Business and HR Support Administrative Assistant**
Job ref: **XS 8.4B Dorset Grade 6**
Reports to: **Head's PA**

Main job purpose

To provide high-quality, confidential and efficient administrative support to the Business Manager and the Headteacher's PA, contributing to the effective operation of Lytchett Minster School's business, HR, compliance and administrative functions.

The postholder will manage a varied portfolio of responsibilities and will need to be exceptionally well organised, able to balance competing priorities and confident in handling personal, sensitive and confidential information. The role requires substantial experience of providing high-level administrative support, ideally to senior managers or leaders.

Previous HR and/or finance administration experience would be beneficial but is not essential, as training will be provided in school-specific systems and processes.

Key working relationships

- Business Manager
- Headteacher's PA
- Headteacher and Senior Leadership Team
- Finance, HR, premises, transport and administrative colleagues
- Teaching and support staff
- Parents and carers
- Contractors, suppliers, transport providers and external organisations

Main duties and responsibilities

Business administration

- Provide day-to-day general administrative support to the Business Manager and the Headteacher's PA.
- Prepare and format correspondence, reports, spreadsheets, presentations, records and other documentation.
- Support the organisation of meetings, activities and operational matters, including the collation and circulation of papers where required.
- Maintain accurate, accessible and secure electronic and paper records.
- Deal professionally with staff, parents, contractors, suppliers and external organisations.
- Handle confidential and sensitive information with discretion and in accordance with school procedures.
- Maintain and monitor central administrative action logs on behalf of the Business Manager, following up actions with relevant staff and ensuring agreed deadlines are met.
- Supporting the Business Manager with HR management of the school café.

Human resources administration

- Provide administrative support for the school's HR processes and maintain accurate, up-to-date HR records and systems.
- Assist with recruitment, appointment and pre-employment administration, including the preparation and processing of relevant documentation.
- Support the maintenance of staff records and routine employment-related documentation.
- Liaise with relevant colleagues and external HR or payroll providers where required.
- Ensure employee information is handled securely, sensitively and confidentially.

School bus transport

- Provide administrative support for the management and day-to-day operation of the school's bus transport arrangements.
- Maintain accurate records of students, routes, places, charges and changes to transport arrangements.
- Support communication with parents, students, transport providers and school staff.
- Assist the Business Manager with the coordination and resolution of routine transport queries and issues.

Health and safety

- Provide administrative support for the management of the school's health and safety functions.
- Maintain registers, records and documentation relating to risk assessments, inspections, servicing, incidents and compliance activities.
- Monitor action points and follow up outstanding health and safety actions with relevant staff.
- Collate information to support internal monitoring, statutory compliance and audit requirements.

Grounds, buildings and facilities

- Provide administrative support for the management of the school's grounds, buildings and facilities.
- Maintain records relating to contractors, works, inspections, servicing and statutory compliance.
- Assist with obtaining quotations, raising or tracking orders and maintaining associated documentation.
- Liaise with contractors, suppliers and school staff and support the administration of planned and reactive works.

Subject Access Requests and information management

- Provide administrative support for the processing of Subject Access Requests and other information requests under the direction of the Business Manager and relevant senior staff.
- Assist with locating, collating, organising and securely handling information from relevant school systems.
- Maintain accurate records of requests, searches, correspondence, decisions and responses.
- Support the school in meeting statutory timescales, while recognising that decisions about disclosure, redaction and exemptions remain with the appropriately authorised lead.

School trips, events and ParentPay

- Provide administrative support for the management of school trips, visits and events and maintain the central record of proposed and approved activities.
- Support staff through the school's trip request, approval and administration processes and monitor key deadlines and outstanding information.
- Assist with transport and other administrative arrangements associated with trips and events.
- Create and maintain approved trip and activity payment items in ParentPay, including payment schedules and amendments.

- Assist with monitoring payments, producing reports and liaising with Finance and trip leaders regarding balances and payment arrangements.
- Maintain accurate records and support communications with staff, parents and other relevant parties.

General responsibilities

- Maintain the highest standards of confidentiality, data protection and information security.
- Comply with the school's policies, procedures and safeguarding responsibilities.
- Promote equality, inclusion and high professional standards in all aspects of the role.
- Participate in relevant training, appraisal and continuing professional development.
- Work flexibly and collaboratively across the school and provide reasonable cover or support when required.
- Undertake other reasonable duties consistent with the level and nature of the post.

Person Specification

Applications should demonstrate how the essential criteria are met. Desirable criteria may be used to distinguish between otherwise closely matched candidates.

Area	Criterion	E	D
Education	5 GCSEs (or equivalent) including English and Maths at grade C or above	✓	
Experience	Substantial experience in a high-level administrative role	✓	
Experience	Experience providing administrative support to senior managers or senior leaders	✓	
Experience	Experience handling confidential, sensitive or personal information	✓	
Experience	Experience of HR administration		✓
Experience	Experience of finance administration		✓
Experience	Experience in a school, education or similarly regulated environment		✓
Skills	Excellent written and verbal communication skills	✓	
Skills	Excellent organisation, prioritisation and attention to detail	✓	
Skills	Ability to manage multiple workstreams and meet deadlines with limited supervision	✓	
Skills	Strong Microsoft 365 skills, particularly Outlook, Word, Excel and Teams	✓	
Skills	Ability to maintain accurate records, action logs and electronic systems	✓	
Skills	Ability to communicate confidently and professionally with senior leaders, staff, parents and external organisations	✓	
Knowledge	Sound understanding of confidentiality, UK GDPR and secure information handling	✓	
Knowledge	Experience of ParentPay or a comparable school payment system		✓
Knowledge	Experience of HR, school MIS, health and safety, transport, premises or trip administration systems		✓
Approach	Discreet, dependable and able to exercise sound judgement	✓	
Approach	Calm, flexible and resilient when priorities change	✓	
Approach	Proactive and willing to take ownership of actions through to completion	✓	
Approach	Able to recognise when a matter requires escalation	✓	
Approach	Committed to safeguarding, equality and the values of Lytchett Minster School	✓	

Conditions of Service

Salary Grade:	Grade 6 (spinal column points 6-9)
Salary rate:	£13.92 - £14.59 per hour £12,802 - £13,427 per annum (based on 20 hours per week)
Contractual hours:	Minimum of 20 hours per week worked over 5 days 10.00am – 2.00pm, Monday to Friday
Contract type:	Permanent
Contractual weeks:	Term time plus (40 weeks per year to include INSET days and 1 week during the holidays).
Annual Leave:	Leave entitlement including bank holiday payments included in salary – no entitlement to take leave during term time