

# HR Officer & Central Strategic Administrator

**Closing date: 31<sup>st</sup> August 2021**

**Job Start Date: September / October 2021**

**Contract/Hours:** Permanent, 35 hours per week.

**Salary Type:** Support Staff

**Salary Details: Up to £25k per annum dependent on experience (Grade D/E)**

**Hours of Work:** Mon – Fri 8.30am – 4.00pm with 30 min break

**Location of Role:** Based remotely supporting our schools in Devon and Gloucestershire

## Job/Person Summary

HR Officer & Central Strategic Administrator at CMAS (soon to be Belong Learning).

We are looking for a calm, well-organised and caring HR Officer to join our busy and welcoming school central team. This role will provide a comprehensive service and ensure the administrations of policies, procedures, programmes and best practice. This role will also provide admin support to both the Executive Headteacher and Business Manager

The successful candidate will take a lead role within our office team, be able to multitask, manage working with interruptions and prioritise their own workload. They will promote the delivery of efficient and effective administrative systems and procedures.

Key responsibilities will include:

- HR recruitment of staff following safer recruitment processes, preparing contracts, processing of claims, absence and reconciliation on the relevant system
- Updating of SCR
- Contacting candidates, arranging interviews, issuing offer letters and contracts
- Communicating with applicants, colleagues and other stakeholders, including emails, telephone calls and a range of visitors
- Internal and external job adverts
- Onboarding, maintaining training records, actioning changes to contracts and salaries.
- Advising on HR related issues with support from our external HR legal advisors
- Experience of school operating systems and administration processes and be proficient with all aspects of IT, particularly those to support efficient and effective working of a school
- Providing clear and informative information to be used in reports to Directors/Proprietors
- Using software such as Arbor, CPOMS, Approvalmax and other IT systems
- Provide PA support to the Business Manager and Executive Headteacher
- Provide administrative support to the CSLG with notetaking, typing up minutes and scheduling meetings
- Produce original and complex correspondence
- Full and effective member of the admin team

The ideal candidate will:

- Be committed to the safeguarding of children and colleagues
- Have experience of working in a school administration and HR environment
- Be competent in the use of Arbor systems (school MIS) for HR related input
- Have a sound knowledge and experience of a range of computer systems, including Word, Excel and Arbor (school MIS)
- Work professionally, maintaining confidentiality at all times - adhering to the GDPR regulations
- Be able to multi-task and prioritise
- Be trained in HR and understand school compliance and statutory requirements
- Have excellent general administrative and organisational skills

- Have the ability to prioritise and work independently as well as leading a team
- Have good knowledge of health and safety regulations and procedures including induction of new staff
- Take a "can do" approach and have a positive disposition
- Have a caring nature with the ability to stay calm under pressure
- Relate well to children, staff, parents, governors and all members of the school community

We can offer you the opportunity to work in a friendly, hardworking team together with committed staff, governors and enthusiastic children.

## Application Procedure

To apply for this role, please complete an application form and return it to [hr@cmas.co.uk](mailto:hr@cmas.co.uk). Application forms are available to download from our website [www.cmas.co.uk](http://www.cmas.co.uk) or are available by email request.

We would usually welcome a visit to one of our schools however, as we are unable to accommodate this currently, we welcome any questions you may have to be sent to the Business Manager, Jermaine Sharpe, by email to [jermaine.sharpe@cmas.co.uk](mailto:jermaine.sharpe@cmas.co.uk)

## Safer Recruitment

CMAS and CMAS Schools (soon to be Belong Learning) are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.