

# ST MARGARET'S

SCHOOL

## **PA to Bursar / HR Administrator**

**Salary £27,000 to £30,000 dependent on experience**

**Full time hours: Monday – Friday, 8:30am to 5:00pm**

**Start date: as soon as possible**

We are seeking to appoint an efficient, enthusiastic individual to provide a high standard of administrative support to the Bursar. The postholder will also provide HR administration support to the HR Manager in a variety of tasks.

You will be experienced in working in a diverse administrative role, and will be extremely organised with the ability to prioritise a busy workload. Additionally, you will have strong communication skills and work well within a small team.

To apply for this vacancy, please visit our website:

<https://www.stmargarets-school.org.uk/work-with-us>

**Closing date for applications: Monday 10 January**

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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## PA to Bursar / HR Administrator – Job Description

**Responsible to: Bursar**

### Primary role

To provide a high standard of administrative support to the Bursar.

Working closely with the HR Manager, to provide HR administration support across the School and for St Margaret's Enterprises.

### Executive support to the Bursar:

- Organise and maintain the Bursar's diary
- Provide general secretarial and administrative support, including screening calls and dealing with enquiries and correspondence
- Act as the first point of contact with staff, pupils, parents, contractors and any other visitors
- Service and administer meetings, including assisting with the production and distribution of documents, reports and minutes, managing room bookings and ensuring refreshments are organised
- Attend meetings and take minutes as necessary
- Other duties as may be assigned
- Suggesting ways to improve administrative processes

### Human Resources administration:

- Administer annual leave records, providing information to staff and managers
- Administer the recording of staff sickness absence and follow up to ensure appropriate paperwork received and recorded. Liaising with payroll on monthly absence information. Keeping HR Manager informed of any longer-term absence.
- Daily sickness absence recording for DfE
- Work with the HR Manager to develop and maintain effective HR administrative systems, suggesting ideas to improve the support service
- HR Support for St Margaret's Enterprises, administering the new starter process for casual staff, to include facilitating all appropriate pre-employment checks. Ensuring leavers' records updated and P45 letters issued when appropriate
- Assist on interview days if HR Manager is not available, by greeting interview candidates and taking copies of documentation
- Monthly return data for AIG
- Updating data for support staff life assurance on a regular basis

This job description is not definitive and may be altered from time to time in accordance with the needs of the school.

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## PA to Bursar / HR Administrator - Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		
Educated to A-level standard		√
A commitment to personal development	√	
<b>KNOWLEDGE, SKILLS AND PERSONAL QUALITIES</b>		
Skilled in a range of IT applications, including: Word, Excel and databases	√	
Successful experience of working in a diverse administrative role	√	
Previous experience working in an executive PA role		√
Previous experience of undertaking HR administration		√
An interest in HR and employment issues	√	
A calm, professional, efficient telephone manner	√	
A good standard of literacy	√	
Excellent communication skills, both verbal and written	√	
The ability to work with flexibility and initiative	√	
A self-motivated, flexible and enthusiastic approach to work	√	
The ability to prioritise a busy workload, working work efficiently, accurately and with good attention to detail	√	
Strong organisational and communication skills	√	
The ability to work well within a small team	√	
Experience of working in education		√
<b>DISPOSITION</b>		
Maintain a professional manner and conscientious attitude	√	
Be responsible, honest and reliable	√	