

**Administration Assistant
(HR/General)**

Job Pack



**CRAMLINGTON
LEARNING VILLAGE**



Where everyone plays a part in the future of our students



“

Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.

”

WELCOME

A MESSAGE FROM OUR CO-HEADTEACHERS

Welcome to Cramlington Learning Village and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

Mr. Jon Bird and Ms. Kim Irving



WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”

- The school supports the 'Cycle to Work' scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with CLASS insurance who provide Digital Health assessments, Online Mental health training, 24/7 Counselling and Physiotherapy consultations for all staff
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).



NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact our Office Manager via admin@cramlingtonlv.co.uk

Registered in England and Wales Co No: 07730940

Co-headteachers: Mr J Bird/Ms K Irving
11-18 Secondary School of 2000 pupils including 280 in the Sixth Form

Post Title: Administration Assistant (HR/General)
Salary: CLV Band 3: £23,035 - £23,400 per annum (actual)
(£24,790 - £25,183 Full Time Equivalent)
Contract: Permanent, 37 hours per week term time only plus 20 call in days

Reporting directly to the Office Manager, you will provide a highly effective and seamless administrative and support service, to positively impact upon the candidate experience and the colleague journey across our trust.

You will undertake a combination of recruitment, employee administration, financial and general administrative tasks. You will need to be fluid in your approach and able to deal with competing priorities whilst supporting colleagues during peak times.

Previous knowledge and/or experience of working within an HR, payroll or finance function is essential.

Cramlington Learning Village was graded Good in all categories in its last Ofsted Inspection.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that online searches may be done as part of pre-employment checks.

Further details and application forms are available via our website at www.cramlingtonlv.co.uk or by contacting recruitment@cramlingtonlv.co.uk to whom completed application forms and Criminal Record Declaration forms should be sent to arrive no later than **midday on Friday 7th February 2025**.

Job Description

| | |
|------------------------|--|
| Job Title: | Administration Assistant (HR/General) |
| Reporting To: | Office Manager and Clerk to the Governors |
| Contract Type: | Permanent, 37 hours per week term time only plus 20 call in days |
| Grade: | CLV Band 3 |
| Clients/ Liaison with: | Staff, Parents, External partners, Visitors |

Main Purpose:

The Administration Assistant (HR/General) is a key member of the team, reporting directly to the Office Manager. This role is vital in the provision of a highly effective and seamless administrative and support service, to positively impact upon the candidate experience and the colleague journey across our trust.

The administrator will undertake a combination of recruitment, employee administration, financial and general administrative tasks. They will need to be fluid in their approach, with the ability to support colleagues during peak times.

Duties and Responsibilities

- Timely processing of all administration associated with the full CLV recruitment lifecycle and the colleague journey for designated areas (i.e. advertising, pre-employment checks, setting up new starters).
- Ensure compliance with Home Office requirements, Work Permits & Visas, KCSIE, DBS checks and other necessary regulatory bodies.
- Processing of pre-employment medical questionnaires.
- Review sickness and other leave data monthly to inform SLT of triggers hit; meetings required and relevant actions to be carried out.
- Administer Occupational Health referral process, supporting arrangement of appointments and reports where appropriate.
- Assisting with the maintenance of the Single Central Record.
- Support the ongoing development and maintenance of all recruitment and employee admin processes and standard operating procedures (SOP's) so that they are fully documented and up to date.

- Carry out relevant data input on HR and payroll systems, ensuring that records are updated accurately and undertaking data validation as instructed by Line Manager.
- Undertake monthly payroll data checks to ensure accuracy i.e. starters, leavers, in month salary amendments liaising with payroll provider to ensure any corrections to salaries are made before the payroll deadline.
- Welcoming visitors and dealing with security arrangements i.e. visitors sign-in, obtaining visitors relevant DBS/ID documentation and issuing security passes.
- Assisting in the reprographics service to ensure documents are printed in a timely manner.
- Assisting the Finance Team with data processing during busy periods of the financial year.
- Provide administrative support for Examinations and Cover Manager as and when required.
- General administrative duties across the school as required in line with grade.

CLV Responsibilities

- To safeguard and promote the welfare of all children and young people at Cramlington Learning Village and adhere to all safeguarding policies and procedures.
- Ensuring that areas of work comply with legislation relating to Health and Safety and observe and implement specific responsibilities in relation to these matters as detailed in policies for Health and Safety
- Provide support in an emergency or evacuation situation, in a calm and professional manner, actively provide information to any emergency service when requested to do so.
- Compliance with CLV values, behaviours, policies and procedures.

Administration Assistant (HR/General)

Person Specification

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O) Lesson Observation, (R) references, (P) presentation, (C) recruitment checks

| | Essential | Desirable |
|--|--|---|
| <p>Knowledge & Qualifications</p> <p>Assessed By: A,I</p> | <ul style="list-style-type: none"> ● IT skills (ECDL or equivalent). ● Administration NVQ Level 2 (or equivalent). ● Evidence of continuous professional development. | <ul style="list-style-type: none"> ● NVQ Level 3 or above in a related discipline |
| <p>Experience</p> <p>Assessed By: A,I</p> | <ul style="list-style-type: none"> ● Previous experience in an administrative support role. ● Experience of understanding and applying key organisational policies and procedures. ● Experience of using Microsoft applications (Word, Excel and Outlook) to create, manipulate and edit documentation and reports. ● Confident call handling. ● Experience of working in a busy office environment. ● Knowledge and/or experience of working within an HR, payroll or finance function. | <ul style="list-style-type: none"> ● Administrative experience in a school or academy environment ● Google Cloud platform |
| <p>Skills & Competencies</p> <p>Assessed By: A,I</p> | <ul style="list-style-type: none"> ● Ability to update and maintain accurate computerised information systems. ● Excellent written and verbal communication skills. ● Ability to deal with routine and non-routine enquiries as first point of contact. ● Ability to manage your own workload and work to tight deadlines in the face of changing priorities. ● Proactive and self-directed approach, with the ability to work on your own initiative. ● Excellent interpersonal skills with the ability to build effective working relationships across the organisation. | |
| <p>Disposition / Other Requirements</p> <p>Assessed By: A,I,DBS</p> | <ul style="list-style-type: none"> ● Professional, organised and methodical approach with a keen attention to detail. ● Ability to maintain confidentiality. ● Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment. ● Able to obtain satisfactory Enhanced DBS clearance. | |





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