



**Post:** Work Experience, Careers & HR Facilitator

**Reporting To:** Careers Lead

#### *Main Job Purpose*

- 1) Organise, co-ordinate and facilitate all aspects of Year 10 Work Experience
- 2) Work with the Careers Lead and External Advisor to ensure excellent outcomes in all aspects of career provision
- 3) Support the HR function as directed by the HR Manager
- 4) Provide efficient and effective administrative support

#### *General*

- 1) Undertake any other duties as specified by the Careers Lead / HR Manager / Office Manager
- 2) General administration duties
- 3) Ensure GDPR compliance and training needs are maintained
- 5) The post holder will be required to work with students on a 121 basis and liaise with parents/carers, employer placements, tutors and outside agencies
- 6) Comply with all decisions and policies of the school, United Learning and the BCP; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act
- 7) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters

#### *Supervision and Management of People*

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits

#### *Knowledge and Skills*

- 1) Ability to undertake more involved tasks, which require a good standard of practical knowledge and skills in that area of activity
- 2) Good level of knowledge of computer applications including Word, Excel, PowerPoint, Publisher and MIS
- 3) A high level of accuracy is needed in data entry.
- 4) The post holder must be able to work under their own initiative and have good organisational and interpersonal skills.
- 5) Ability to work to deadlines and have a flexible approach

## Creativity and Innovation

- 1) At busy times the post holder must be able to prioritise their workload
- 2) The post holder may be required to create spreadsheets, documents and presentations for word processing and data entry and analysis purposes
- 3) Creativity is a feature of the job but exercised within the general framework of recognised procedures

## Contacts and Relationships

- 1) Contact with staff, students, parents & carers and visitors to the school
- 2) Telephone contact with external agencies such as employers, or other service providers
- 3) Contacts and relationships are generally not contentious, but outcomes may not be straightforward and may involve identifying details of service need, assessment, and initiating action to provide assistance

## Decisions

- 1) Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

## Work Environment

- 1) Work subject to interruptions to the programme of tasks but not involving any significant change to the programme.
- 2) Work requiring normal physical effort and is performed in a heated, lit and ventilated indoor environment.

## Safeguarding

- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- Promote the safeguarding of young people

## Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Prepared by: The Cornerstone Academy

Date: September 2024

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## PERSON SPECIFICATION

Job Title:	HR & WEX Administrator	
School:	The Cornerstone Academy	
ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	General administration experience, preferably in an educational setting	Application form Interview References
Qualifications & Training	5 GCSE's with a minimum grade C or above in English and Maths, or equivalent qualifications or relevant experience Microsoft Office experience	Application form Certificates Interview
Aptitudes & Abilities	High level of accuracy and attention to detail Excellent IT skills Good organisational and communication skills Ability to work under own initiative and as part of a team Excellent customer care skills Proactive and strategic Flexible approach to tasks and able to work to deadlines Ability to handle confidential information with discretion Ability to process, understand and communicate information, including statutory and legal requirements	Application form Interview References Practical testing
Knowledge	Ability to use office technology and operate switchboard / telephony system Knowledge of Microsoft Office Competent in data entry/analysis and reporting requirements Knowledge of school's behaviour and management policy and procedures Knowledge of school's fire and emergency procedures Knowledge of Child Safeguarding procedures Knowledge of work experience/careers in schools (desirable) Knowledge of the Gatsby benchmarks (desirable)	Application form Interview References
Attitude / Motivation	Pro active Team player Good interpersonal skills	Application form Interview References
Other Factors	Ability to manage and prioritise a busy workload Commitment to Equal Opportunities Enhanced DBS check	Application form Interview References DBS process