



St Mary's School

C A M B R I D G E

HR Administrative Assistant

St Mary's School
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St Mary's Ethos

St Mary's School, Cambridge is an independent day and boarding school for girls aged 3 to 18. We have a school roll of approximately 650 students. A fifth of the students are boarders. Reflecting the cosmopolitan community of Cambridge, approximately 12% of students are from overseas, from 34 countries.

A Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, we have a unique approach to education and an atmosphere which fosters a love of life and learning, while growing the academic talents and spiritual wellbeing of each individual girl, from within. We warmly welcome students – and staff - of all Christian denominations and other faith and secular backgrounds to join our thriving community.

At St Mary's School, Cambridge, we provide renowned pastoral care, understanding and individual support which, coupled with dedicated academic learning opportunities, encourages students to look beyond themselves, so that they enter adulthood aspiring to be more and to give more, not just to have more.

The School is approaching its 125th anniversary year. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of just under 200 Mary Ward schools worldwide, presenting the possibility of exciting and innovative opportunities for our students.

Cambridge Location

We are delightfully situated in the heart of the academically and culturally vibrant city of Cambridge, with the Senior School and boarding house overlooking the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a University centre, the city has the cultural advantages of a much larger settlement but with a population of just 128,000 it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking University with which the school has multiple and growing links. As the heart of Silicon Fen, the school benefits from the digital and enterprise communities in the various high-tech science parks and enterprise hubs. Addenbrookes is a key teaching hospital and again the school has excellent links. We are within easy travelling distance of London (50 minutes by train) and 30 minutes from Stansted Airport.

School facilities

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub and our new boarding facility, Mary Ward House. We have invested in our playing fields through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with a city rowing club and Homerton College.

Digital Strategy at St Mary's

St Mary's is a digital school. Technology is a means of underpinning St Mary's core purpose and values. It supports the School in its goals through:

- Developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world
- Preparing students for their future by giving them the confidence to work in a digital environment
- Establishing creative teaching and learning environments

All members of St Mary's work digitally using cloud-based systems to support the day-to-day operations of the school both from an operational and teaching side, training and support are offered to ensure all staff are suitably equipped to perform their role. In addition, all staff will have access to a suitable device in order to support their work.

High Performance Learning at St Mary's

We empower all our students to aim high which is why we have chosen to become a High Performance Learning (HPL) school. Academic year 2022-23 marks the sixth year of our HPL journey and there has never been a more exciting time to join our team.

For further information please visit <https://www.highperformancelearning.co.uk/>

About the Role

Job Title: HR Administrative Assistant

Accountable to Head of Human Resources or other nominated person

Salary: £25,500 (starting salary) to £29,000 depending on experience

Hours of work: Monday – Friday 40 hours per week. All Year round.

Main place of work: Bateman Street, Cambridge

About the team

The HR team is an important part of the Business Operations at St Mary's School. The team sits within the Bursar's immediate line management and collaborates with other operational teams; Compliance, Finance, IT, Marketing and Admissions, Operations/Works Department. HR is integral to the delivery of an outstanding educational experience for our students and the team works closely with our Senior Leadership Team and Teaching colleagues in respect of recruiting the very best staff and supporting line managers with all aspects of the employment life cycle.

Role responsibilities

To assist with the recruitment of new staff to the School. To maintain the Single Central Register. Reporting to the Head of HR you will help to provide a comprehensive HR administration service to all departments in the School, ensuring processes are managed in a timely and efficient manner with adherence to compliance, current legislation and practice.

Job description

Job title: HR Administrative Assistant

Reporting to: Head of HR, HR Advisor

Team: Head of HR, HR Advisor, HR Assistant/Administrator

Key responsibilities

KEY AREAS	PROFESSIONAL DUTIES AND RESPONSIBILITIES
Recruitment & Selection	<ul style="list-style-type: none">• To assist with the undertaking of the administration of internal and external recruitment and selection processes and be a point of contact for applicants.• Liaise with supply agencies where necessary.• Assist with the drafting of job descriptions and person specifications liaising with the relevant managers.• Prepare and advertise posts on our own school website and other platforms.• Review each submitted application and liaise with the Senior Leadership Team and Head of Department to shortlist candidates.• Prepare interview schedules and make the necessary arrangements for interviews.• Prepare and send offer letters to successful candidates and write to unsuccessful candidates.• Process all pre-employment checks required with regard to child protection and safeguarding.• Inform relevant individuals and departments about new staff members• Create HR records for all new staff – both electronic and paper• Manage and co-ordinate the induction programme, liaising with the professional tutors and line managers and the Compliance Manager.
Compliance (in addition to recruitment compliance)	<ul style="list-style-type: none">• DBS and all other relevant checks for volunteers, governors, sports coaches and contractors.• When using supply staff, obtain confirmation of safer recruitment checks carried out by the supply agency.• Maintain and update the Single Central Register, reviewing this once a term with the Safeguarding governor.• Check Right to Work details of all new EU staff and maintain details of staff who are working under UKVI regulations.• Liaise with the Assistant Bursar to ensure all new/updated regulations with regard to safer recruitment are adhered to.• Update HR forms and paperwork in observance to any new compliance regulations.• Shred application forms and ID from unsuccessful candidates after 6 months and check own emails to make sure that details from unsuccessful candidates are deleted• Shred all staff files after 7 years, delete from ISAMS and check that personal details are deleted from online HR files.

Human Resources

- To be the first point of contact for HR enquiries
- To monitor the HR Inbox and alert the other team members to any urgent or important matters
- To maintain, develop and update the School's computerised HR database accurately, inputting employee data and producing reports regularly at the request of the Bursar and Head of HR.
- Update and maintain employee personnel files, ensuring filing is completed accurately and in a timely manner.
- To assist with HR processes such as absence monitoring, training and development and Payroll with new starters, leavers and salary adjustments including assisting with self-certification forms.
- Update and maintain staff holiday and Wellbeing Day spreadsheet
- Update employee records (both electronic and paper records)
- Prepare and issue staff employment contracts.
- Assist with updating and maintaining the Single Central Register
- Support the HR Business Partner with general office duties as required such as taking minutes at meetings, typing reports, photocopying etc.
- To respond to routine enquiries and requests from Line Managers and employees as necessary, ensuring confidentiality at all times.
- Assist in formal meetings such as disciplinaries, grievances, capability or conduct meetings undertaking such tasks as may be required by the Head of HR.
- Assist with the planning and delivery of employee wellbeing.
- Conduct exit interviews and return to work meetings with staff.
- Assist in the production of reports on staffing updates to the governing body
- Assist with the storing of archived files for applications and past employees in accordance with GDPR rules
- Prepare staff briefing updates on a weekly basis

The above list is not an exhaustive list of duties and you may be expected to perform different tasks as necessitated by your line manager and the your changing role within the School and overall business objectives of the School.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good standard of education including Maths and English GCSEs Grade A*- C (or equivalent) or Level 3 NVQ in a relevant subject (Business Administration for example) 	<ul style="list-style-type: none"> • NVQ/BTech/City and Guilds in Business • CIPD level 3 Human Resources
Skills and Experience	<ul style="list-style-type: none"> • Proficient in the use of MS Office including Outlook, Word and Excel • Experience of using business systems • Capable office-based IT Skills • Administrative experience in a busy office environment • Proven excellent organisational skills, capable of multitasking, prioritising and working to challenging deadlines • Experience of working collaboratively in a team • Ability to draft and prepare letters and documents such as offer letters, contracts, advert, staff briefing notes and reports 	<ul style="list-style-type: none"> • Demonstrable experience in a similar organisation and/or a Human Resources team • Experience of using HR systems
Knowledge / Abilities (Competencies)	<ul style="list-style-type: none"> • The ability to process confidential and sensitive information with tact, discretion and with GDPR compliance requirements • The ability to establish and maintain good working relationships • Ability to confidently and articulately communicate in verbal and written forms • Able to work sensitively and with confidentiality and discretion at all times • Ability to effectively organise allocated work activities, work to tight deadlines and assist in the effective organisation or non-standard tasks and events. • Attention to detail 	<ul style="list-style-type: none"> • HR processes and practice in relation to recruitment • Awareness of relevant employment legislation as it is related to the role •
Personal Qualities	<ul style="list-style-type: none"> • Commitment to team working • High levels of personal and professional integrity • Enthusiasm • Approachability and excellent customer service • Maintain professional levels of personal presentation at all times • Resourceful, proactive, self-motivated, punctual and resilient • Diligent and conscientious • Calm under pressure • Commitment to the ethos and values of the school 	

	<ul style="list-style-type: none"> • Committed to general safeguarding, welfare and well-being of students 	
Problem Solving and Initiative	<ul style="list-style-type: none"> • Ability to use appropriate judgement to seek and clarify detail where appropriate. • Ability to work independently to solve a range of problems relating to administrative processes. • Ability to plan workload throughout the month, to ensure payroll changes are completed in advance of the payroll deadline. • Ability to analyse data and present summary information in a clear and concise format. • Ability to solve a range of problems by responding to varying circumstances, whilst working within standard procedures. 	
Management and Teamwork	<ul style="list-style-type: none"> • Willingness to contribute to team efficiency through sharing information and constructively supporting others. • Experience of providing informal training/coaching to colleagues in relation to administrative tasks 	
Communicating and Influencing	<ul style="list-style-type: none"> • Ability to provide accurate and timely guidance and advice, explaining established policies and procedures as required. • Ability to recognise when issues need to be passed to a senior colleague for authorisation. • Ensure high levels of confidentiality and communication are maintained with client stakeholders 	

Closing date: 9:00 Friday 5 July 2024

Interview date: to be confirmed

We are all members of one community and must therefore endeavour, always, to maintain positive working relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves. In addition, you are required to work in pursuit of our core aim, which is to ensure every student's aspiration, capabilities, interest, and talents are recognised, nurtured and celebrated. We pride ourselves on our academic standards, extra-curricular provision, and pastoral care. Your performance in this regard will be judged by your outcomes relating to work, attitude, and professional behaviour.

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.