



ROLE SPECIFICATION

SCHOOL ADMINISTRATOR - 25 HOURS

Context

Morrison's Academy is a friendly, family-oriented day school in the heart of rural Perthshire. Generations of Morrisonians have benefited from the school's rich blend of academic, artistic and sporting experiences, going on to make their mark on the world as Olympic athletes, groundbreaking scientists, award-winning actors, adventurers, politicians and professionals. Our long tradition of academic success in boys and girls from 2 to 18 continues today with a contemporary Scottish curriculum and a programme of independent, child-centred learning that builds emotional intelligence, creativity and life skills, and encourages every child to strive for their highest. Our school roll of over 550 young people and over 120 staff are all active members of the local community, and we all know and support one another, working together as a team to put pupils and parents first. We embody this culture in everything we do, delivering excellence in teaching and nurturing the individual to encourage every child to flourish.



The school is committed to our programme of ongoing development and modernisation. Our cutting-edge Nursery sets the standard for excellence at our main campus in the centre of Crieff, and our all-weather pitch allows year-round matches and training at our off-site outdoor sports campus. There is also a detailed plan of redevelopment and restoration to the School's magnificent original buildings, erected when the school was founded in 1860.



Our young people are a delight to teach, and the staff and governors are helpful and supportive. Crieff is a vibrant community in a beautiful part of the country, at the gateway to the Highlands and in easy reach of the Central Belt. The Morrison's family is friendly and progressive; we have high expectations of one another and the confidence to encourage innovation.



We are committed to the career-long professional learning of all our staff. Our programme of Performance Reviews and generous CLPL budget promotes continuous improvement within and beyond the classroom, with plenty of scope for colleagues to pursue interests and specialisms.

Role: In this role you will be responsible for supporting the Operations Officer in providing a comprehensive HR service for the School including the recruitment process, all processes relating to joiners and leavers, maintenance of the personnel record system, payroll administration and HR reporting. As part of the administrative hub within Morrison's Academy you will also be part of a small team of administrators and will provide admin and Front of House assistance as required.

Qualifications: Essential:

- PC literate
- Experience of office procedures
- Able to manage a busy workload and deal with conflicting priorities in an ambiguous environment
- Effective communicator at all levels of the organisation
- Experience of working with a high degree of confidentiality
- Ability to work to strict deadlines

Desirable:

- Experience of working as a member of a multi-disciplined team in a busy office environment
- Experience of working within an HR role including collection and collation of payroll data to ensure accuracy and timeliness in processing payroll activities
- First Aid (training will be provided)

Reports to: Operations Officer

Hours of work: 25 Hours per week

Leave Entitlement: The annual leave year runs concurrently with the academic session. The full-time annual leave entitlement is 33 days. This comprises 20 days annual leave, and 13 public holidays. In addition, you will be entitled to all half term holidays as scheduled on the School Calendar. The half-term holidays are normally to be taken as programmed in the Session calendar, with all public holidays taken over the Christmas closed period.

Starting Salary: Your salary will be linked to the School's Operational Staff scales and be based upon demonstrated skills and previous experience.

Primary functions:

HR & Payroll Administration

1. To arrange the advertisement of job vacancies, administer all paperwork required by the recruitment process including the preparation and dispatch of application material, subsequent compilation of applications and the timely uptake of references for short-listed candidates.
2. To facilitate appropriate checks by Disclosure Scotland on all new and established staff and to maintain records of these checks in accordance with legislative requirements.
3. To administer the Induction process for new staff.
4. To produce all correspondence regarding contracts of employment and all matters, other than payroll, relating to the ongoing employment of staff.
5. To maintain the library of current Role Specifications as required reflecting new roles and role development.
6. To maintain the Training and Development Records as required.
7. To maintain the staff database, keeping all information up-to-date and secure.
8. To maintain employee sickness and annual leave records.
9. To maintain accuracy and security of all staff personnel files and training records.
10. To maintain confidentiality of all records in accordance with the requirements of the Data Protection Act (2018).
11. To produce ad hoc reports relating to human resource matters as may be required by management from time to time.
12. To administer all matters relating to payment of salaries including timely and accurate collation of salary information, payment of additional hours, implementation of incremental increases, superannuation and personal pension contributions,
13. To assist the Administration Hub with all administrative requirements of the school.
14. Carry out other duties as might reasonably be required by the Rector.
15. To comply with the individual responsibilities imposed by the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999) and to cooperate with Management to promote a positive attitude towards Health & Safety at Work taking all reasonably practicable steps to prevent personal injury or injury to others.

This role specification is intended to convey a broad outline of the position and responsibilities of the Administrator. It is not definitive and will be mutually reviewed from time to time as part of the process of personal review and development.