

Role Profile			
Role	Administration Manager and HR Lead	School	Magno International School
Direct Reports	TBC	Reporting To	Principal
Role Purpose			
<p>The post holder will be responsible for the management of administrative activities at Magno International School to support the delivery of high-quality education. They will be responsible for ensuring adherence to regulatory requirements and creating a safe and legally compliant environment for students and employees.</p> <p>The role also includes overseeing Human Resource activities, including HR information and payroll transactions, compliance with school procedures, Spanish employment laws and all regulatory requirements (including health and safety standards).</p> <p>The position requires an effective leader able to secure engagement of all stakeholders in the school. It is a core requirement of the role that the post-holder is fluent in written and spoken English and Spanish.</p>			
Key Accountabilities			
<p>1. Operations and Administration Management</p> <ul style="list-style-type: none"> Plan, manage and co-ordinate day-to-day administrative needs across the school, ensuring strong operating procedures & systems are in place to standardise and streamline administration processes to maximise efficiency. Oversee the operationalisation of strategic and school development plan actions relating to non-academic operations, ensuring that all key milestones are achieved. Ensure safe working practices are adopted by all employees and policies and procedures maintain a safe working environment as in line with Corporate Health, safety and Welfare policy, departmental policies and codes of practice. Manage relevant day-to-day school support activities and functions, such as arrangements for bus timetables/ co-ordination and supervision, lunchtime supervision and management of school club activity. <p>2. Human Resources Administration</p> <ul style="list-style-type: none"> Manage HR paperwork ensuring detailed employee HR files are maintained, and appropriate systems are in place for filing and maintaining key employee information (including contract paperwork, safeguarding & background checks, with file audits to ensure compliance). Maintain internal Management Information Systems in respect of employee data (starter, leaver and absence information) supporting timely information and reporting. Support management of payroll instruction – providing relevant details of new starters, leavers, in month salary variations, additional ad hoc payments (cover, ECA etc) for monthly payroll. Ensure appropriate authority and sign off of all payroll changes in line with Delegation of Authorities Manual. Ensure all recruitment is consistent with Safer Recruitment best practice, including background checking, local labour law / visa & entry requirements, and that the school's Single Central Register (SCR) is accurately maintained. Prepare engaging recruitment materials (<i>including adverts job descriptions, person specifications, advertisements & information packs</i>) reflecting key benefits and attracting quality candidates. Facilitate, place and maintain relevant advertisements across all key media (School Website, Social networking sites, LinkedIn, Indeed, TES etc) and proactive talent searches where appropriate. Support new staff as necessary with visa/ residency processes attestation of relevant documentation, supporting liaison with external departments as necessary. Provide assistance and support upon arrival in country, inc. assisting management of probation and appraisal processes, exit processes, reviewing leaver information and survey feedback. 			

3. Human Resources and Compliance Management

- Maintain awareness of changes to local labour laws, health and safety regulations and international safeguarding guidance.
- Serve as the main contact for compliance in HR and health and safety related areas, managing risk assessments, preventive measures and incident reports.
- Develop, implement, and monitor HR policies that ensure compliance with health, safety, safeguarding, and Spanish regulation and group expectations. Support effective communication and relevant training.
- Support the management of staffing issues, ensuring compliance around management of paperwork, background checks, and that contractual documentation actions are appropriately managed, documented and coordinated.
- Ensure complex employee relations issues are appropriately managed and/or escalated - Identifying risks which require external advice and support, obtaining assistance from external HR advisors, Group Head of HR and Senior Leadership Team as required.
- Improve recruitment practices which reflect school's brand and values & enhance employee experience.
- Support managers to efficiently and effectively manage performance across the school, ensuring that staff are motivated to engage in performance management and see the benefits.
- Support various HR and Recruitment project work as necessary.

Observe strict confidentiality in relation to all aspects of work undertaken

Person Specification

Skills, Knowledge, and Experience

- Degree or post graduate degree qualified.
- Thorough knowledge of Spanish employment laws, health & safety regulations and school compliance requirements.
- Previous experience managing and supporting multiple functions such as Operations, and HR, with previous experience of direct line management and managing a team.
- Strong understanding of administration processes and practices, with project management skills.
- Bilingual language skills – **Professional ability across written & spoken Spanish and English is essential.**
- Experienced in promoting and delivering excellence and outstanding outcomes.
- Able to manage relationships at multiple levels including conflicting priorities and challenges.
- Previous school experience is desirable.

Competencies

- **Strong Leadership:** A strong and innovative leader who can secure engagement of staff and key stakeholders.
- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model.
- **Analytical, creative and flexible:** A problem solver with confident decision-making skills and critical thinking, but with the ability to adapt and change.
- **Strong Communicator:** Has excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school.
- **Team Worker:** Has the ability to work both as a strong team leader and team member as required.
- **Resilient:** Demonstrates resilience to respond to challenge.
- **Tactful and diplomatic:** Identifies and recognises sensitivities. Demonstrates understanding & preserves confidentiality.