



Job Description

Trust HR Administrator

Post Title:	HR Administrator
Base:	Trust Central Team - occasional travel to Trust schools
Salary:	SCP 6 - £20,043 (salary will be pro-rata for term time only contract)
Line Management:	Assistant Head of Personnel & Staff Wellbeing
Contract	Full time (37 hours per week), permanent, term time only plus 5 days
Core Purpose:	
<ul style="list-style-type: none">• To provide professional, efficient and confidential administrative support to the Trusts personnel function.• Working as part of a supportive and friendly team, build strong working relationships with staff at all levels, to support the work of colleagues across the Trust.• Working as part of the wider personnel team support in the delivery high-quality personnel offer to all trust schools.	

Main Duties & Responsibilities:

HR Administration and Support

- To provide efficient, accurate and highly confidential administrative support to the personnel team.
- As directed by the Assistant Head of Personnel & Staff Wellbeing, provide administrative support for a wide variety of HR process, including recruitment and onboarding, contract administration and project work.
- Working with the Assistant Head of Personnel & Staff Wellbeing input into the development of efficient administrative processes to support schools across the trust.
- Responsible for allocated administrative processes – including monitoring and reviewing information to ensure personnel policies and procedures are being implemented and providing information, reminders and support to schools as required.
- Input and maintain personnel IT systems and records, ensuring data is managed and stored in line with GDPR requirements.
- Maintain organised, accurate and confidential records as needed.
- Responsible for monitoring allocated personnel email inboxes, responded or directing to other members of the team, as appropriate.
- Providing administrative support during any personnel processes, including preparation of documents and minute taking in formal meetings.
- Signpost staff/managers to relevant documents or colleagues, to seek appropriate support with queries.

- Provide general office support services to the personnel team, including preparing documents, proof reading correspondence and communication.
- Comply with all trust policies and procedures
- Any other duties that are commensurate with the post.
- Occasional travel to trust school sites may be required.

CPD

- Commitment to continual professional development
- Undertake training as identified and agreed.

PERSON SPECIFICATION – TRUST HR ADMINISTRATOR

Criteria	Essential	Desirable	Evidence
Qualifications			
5 GCSEs or equivalent (at grade C or above)	X		A/C
Relevant qualification in HR		X	A/C
Safer Recruitment Training		X	A/C
Experience			
Experience in providing accurate, organised and efficient administrative support	X		A/R/I
Experience of working in an educational setting		X	A/I/R
Experience of working as part of an HR team		X	A/I/R
Experience of working in a fast-paced role		X	A/R/I
Current working experience of Microsoft office packages	X		A/R/I
Experience of dealing with confidential information and awareness of GDPR requirements	X		A/R/I
Experience of working effectively as part of a team	X		
Experience of using school-based information systems (e.g. SIMs)		X	
Knowledge and Understanding			
Knowledge and understanding of personnel processes and procedures		X	A/R/I
Understanding of the importance of safeguarding in school environment	X		A/R/I
Confident in accessing, analysing, interpreting data.		X	A/R/I

Personal Skills & Attributes			
Excellent administrative and organisational skills	X		A/R/I
Attention to detail and high expectations and standard of work	X		A/R/I
Ability to build effective, professional working relationships with staff, key stakeholders and external contractors	X		A/R/I
Strong communication oral and written, and strong interpersonal skills	X		A/R/I
Ability to work as part of a team but also individually	X		A/R/I
Proactive and solution focused approach to work	X		A/R/I
Ability to respect sensitive and confidential work/information	X		A/R/I
Ability to provide high level of customer service to all colleagues	X		A/R/I
Knowledge of GDPR legislation		X	A/R/I
A Systematic and planned approach to work. Ability to organise work and prioritise tasks to conflicting deadlines, with minimum supervision	X		A/R/I
Willing to seek help when needed and work collaboratively as part of wider team	X		A/R/I
Commitment to Trust's ethos and values	X		A/R/I
Honesty and integrity	X		A/R/I
Commitment to carry out role to best of your ability	X		A/R/I
Friendly, energetic and enthusiastic personality	X		A/R/I
Willingness to grow and develop professionally with support from colleagues and the trust	X		A/R/I
Resilience to be able to work under pressure, managing changing demands and priorities	X		A/R/I
High commitment to providing the highest standards for the pupils within the Trusts care	X		A/R/I
Safeguarding			
Commitment to safeguarding and promoting the welfare of children and young people	X		A/R/I

A= Application; C = Certificate; R = Reference; I = Interview



As this is a new role it will be regularly reviewed and amended as required, in consultation with the postholder.