



JOB TITLE: HR Administrator

SALARY: £16,394 – 20,541 (Support staff 6-21) plus allowance if London based

LOCATION: Flexible location but based in one of our academies or regional offices

REPORTING TO: Chief Operating Officer

CONTRACT: Permanent. 37.5 hrs per week.

Role purpose

To support with HR administration across employees in the National team and working closely with the regional HR Leads to ensure compliance and best practice of HR across the trust.

Key Accountabilities:

Recruitment

- To carry out all administration in relation to the recruitment and new starter processes including posting of adverts, inviting candidates to interview, issuing offer letters and new starter forms, preparing contracts and arranging pre-employment checks
- To ensure compliance with safer recruitment practices including DBS checks and right to work in the UK
- To liaise with line managers to ensure that new starters have the necessary information and equipment on their start date
- To ensure that line managers across the National and Regional Teams have completed appraisals for their staff in the allocated timeframe

Trust-wide Training and Development

- To administer E-ACT's training programmes for different sub-sets of staff across the Academies
- To assist with preparation for any training events as required

General HR Administration

- To ensure electronic personnel files are maintained and filing is completed in a timely manner
- To manage the HR Team inbox
- To ensure that all payroll instructions for the National Team are logged in time for the monthly payroll run and submitted to the Payroll Officer e.g. contractual variations, new starters, leavers and pension changes
- To respond to reference requests for current or former members of staff
- To minute formal meetings as required
- Administering employee benefits for the national team
- Maintaining the HR information system and being the first point of contact for queries from HR Leads. (Training in Carval will be provided).
- To carry out such other duties to ensure that the HR processes run smoothly and support our organisational objectives.



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a head teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big and act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Think Big	<ul style="list-style-type: none"> • Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Do the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission

Show
Team Spirit

- Understand how you can have a greater impact as a team than you can as an individual
- Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission
- Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level
- Recognise and celebrate the success and achievements, no matter how small, of your colleagues
- Be generous with sharing your knowledge to help to develop others
- Understand and be willing to receive suggestions and input on your area of work from others
- Support your colleagues, even when this means staying a little later, or re-prioritising some of your work
- Be aware of other peoples' needs and show an ability to offer genuine support
- Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

KNOWLEDGE, EXPERIENCE & SKILLS

Requirement Assessed at
E – Essential **A – Application Stage**
D – Desirable **I – Interview Stage**
P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Proficient in Microsoft: Excel, Word	X		X	X	X
	Strong interest in working in HR	X		X	X	X
	Clear written communication style	X		X	X	X
	Understanding of current trends in HR and best practice approaches	X		X	X	X
	Accuracy and attention to detail	X		X	X	X
Experience	Experience of using an HR information system		X	X		
	Strong administration skills		X	X		X
	Working within the education sector		X	X		
	Understanding of safer recruitment		X	X	X	X
	Experience of recruitment		X	X	X	X
	Experience of prioritising workload, time management and dealing with conflicting priorities	X		X	X	X
	Ability to use templates and draft own letters, if required	X		X		X
Skills	Ability to work on own initiative	X		X		X
	Collaboration – working and building relationships with Regional HR Leads and other key stakeholders	X				X
	Ability to deal sensitively with handle confidential information					