# JOB DESCRIPTION

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| **JOB TITLE** | **Personnel Administrator** |

**BASIC JOB PURPOSE**

To provide comprehensive personnel administration within the Multi-Academy Trust to ensure the smooth operation of the MAT. To provide support to the Director of Human Resources.

**MAIN RESPONSIBILITIES**

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| **1** | To work closely with the Director of Human Resources to provide coherent and consistent HR support across the Trust. |
| **2** | Administer and co-ordinate the recruitment of teaching and support staff. |
| **3** | Provide administrative support for entire employee lifecycle (e.g. new starters, changes and leavers), as well as ensuring that the management information systems for staff are maintained. |
| **4** | Administer the processing of monthly returns to Payroll and Pensions (including monthly checks to ensure accuracy and consistency) in association with the Director of Human Resources. |
| **5** | Administer annual pay award and increments in association with the Director of Human Resources. |
| **6** | Produce statistical data from computerised and manual records, presenting the information in a logical and acceptable format, to facilitate management decision making and to ensure optimum operational efficiency and effectiveness. |
| **7** | Maintain Staff Handbook, ensuring that each year all relevant new or revised policies and information are updated and published to all relevant users in a standard format. |
| **8** | Be responsible for Staff Association monies maintaining appropriate records, and preparing accounts for annual audit and preparing cash for banking. |
| **9** | Assist with the administration of training and development of all staff to include analysis of training needs, research into providers, recommendations to leadership team and recording completed training. |
| **10** | Undertake other administration duties as requested by Director of Human Resources. |
| Notwithstanding the detail in this job description, in accordance with the Multi-Academy Trust’s Flexibility Policy, the job holder will undertake such work as may be determined by the Executive Principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. | |

Signed: ……………………………….…………. Job Holder Date: ………………

Signed: …………………………………………. Director of Human Resources Date: ………………