

## Leigh Academies Trust Job Description

**Role:** HR Administrator  
**Reporting to:** HR Operations Manager  
**Responsible for:** N/A  
**Grade:** G Scale  
**Working Pattern:** Full Time - 52 weeks a year

Leigh Academies Trust are an organisation that believes our people are our most important asset. It is through their performance that we achieve the success that shapes the lives of our students and transforms the communities that we serve. Everyone that works for us plays a vital part in achieving this no matter what role they do, and this role is no exception. This profile outlines what we expect of you.

### **Purpose of role:**

To support the HR Officers and the HR Operations Manager with all areas of HR Administration and act as a point of contact for initial HR enquiries. You will also play a part in the continuous development of our processes and procedures.

- Handle all incoming calls in a professional and efficient manner ensuring that all phones are answered and messages taken and passed on as necessary.
- Support the on boarding process with applying for references, undertaking DBS checks and other safeguarding checks.
- Process any leavers, including generating resignation acceptance letters and issuing exit interview surveys.
- Respond to any reference requests for current or ex-employees liaising with the Academies where necessary.
- Setup all new joiners on the Trust People System (Carval), ensuring that all minimum fields are completed accurately.
- Update existing records following any personal or employment changes (eg changes of address, changes of job role etc)
- Ensure all staff absence data is submitted weekly and input into our HR System and ensure that all supporting documents (e.g. Fit Notes) are filed correctly.
- Ensure that all correspondence and documents created are saved correctly on our HR Shared Drives in a logical and structured fashion.
- Ensure that all aspects of data protection and confidentiality are maintained at all times.
- Identify any improvements that will allow us to undertake administration in a more efficient and timely fashion in the future.
- To deliver a comprehensive HR service across the Trust providing professional and confidential HR support, advice and administrative support with contractual matters.
- Provide email, telephone and face-to- face advice to academy staff.
- To assist in the production all contractual amendments for staff ensuring that payroll is notified and all changes are captured in a timely fashion on our HR System.
- Ensure that Single Central Records (SCR) are maintained at all times in an accurate fashion.
- Ensure the administration of maternity, paternity and adoption processes is undertaken efficiently and in line with Trust policy.
- Assist with the administration of performance management processes including producing any letters confirming pay changes.
- Attend and take minutes at HR related meetings and Joint Consultative Committee Meetings.
- You will arrange for all HR filing to be undertaken on a regular basis by scanning documents and uploading to employees e-personnel files.
- Assist with the maintaining of the Trust Portal (LAT One) with changes or relevant staff announcements.

- Undertake any ad-hoc HR projects as and when required by the HR Director / HR Operations Manager.
- You will attend all relevant HR meetings as requested.
- You will be prepared to go above and beyond the call of duty from time to time and undertake any other reasonable duties in line with your position and experience in order to help the organisation achieve its goals.

**What you need to perform successfully in this role**

To be successful, you need to have strong written and verbal communication skills with a passion for Human Resources and have the ability to organise and prioritise a busy workload. Attitude is essential and a strong desire to deliver outstanding customer service.

It would be desirable that you have experience within the education sector and have undertaken some CIPD studies. As a Trust we feel it is important to hire with the right attitude which is why we will be looking for someone that is enthusiastic, focused, reliable and resilient to the day to day pressures that a busy HR function brings.

**Learn more**

To learn more about working for the Trust, please visit our careers site at [www.latrustcareers.org](http://www.latrustcareers.org)