

Job Description

Job title: People Operations Administrator (Apprentice)
Reports to: Head of People Operations
Location: Leigh Academies Trust

Leigh Academies Trust is 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 Head of People Operations with all areas of HR Administration. This is a varied role that will enable the successful candidate to assist with all aspects of the HR Function.

- Handle incoming calls and emails 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.
- Administer new starter details on the Trust People System (iTrent), ensuring that all minimum fields are completed accurately.
- Update existing records following any personal or employment changes.
- 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.
- Deliver a comprehensive HR service across the Trust providing professional and confidential HR support with contractual matters.
- Assist in the production of 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.
- Undertake any ad-hoc HR projects as and when required by the Head of HR Operations.
- 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.
- 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.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.