



Job Description & Person Specification

Trust HR Administrator



Trust HR Administrator

Salary: Scale 3

Purpose of the post:

- The post holder will provide a confidential administrative support to the HR Manager and the Trust, including the preparation of confidential reports.
- To support the HR Manager and HR Officer with the development and delivery of a responsive, effective, professional and compliant HR service which is fully embedded across the Trust.

Reporting to: Trust HR Manager

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

HR Administration Duties

- To provide confidential administrative support to the HR department and the Trust including the preparation of confidential documents and reports using Word and Excel.
- To accurately input data into the HR and Payroll system.
- To carry out the administrative processes relating to starters, leavers and changes throughout the employee lifecycle, including maternity, leave requests and appraisal/performance management.
- Provide administration support where requested for HR processes relating to induction, probation, performance management, sickness absence etc.
- To carry out the administrative processes associated with recruitment ensuring all safer recruitment standards and safeguarding procedures are adhered to including advert and applicant management, liaising with recruiting managers, providing recruitment process advice, requesting references, supporting with interview arrangements, correspondence and providing support on assessment days.
- To retrieve sickness absence data from the School Management Information System (SIMS) and communicate to payroll, escalating any cases and providing reports to the HR Officer/Manager.
- To maintain personnel records electronically ensuring confidentiality when sharing data in line with current GDPR requirements.
- To manage the administration relating to non-staff visitors to the Trust and providing safer recruitment advice to colleagues where necessary.
- To raise requisitions through the Trust financial management system for any service purchased.
- To support the provision of the Trust HR service to new schools joining the Laurus Trust.
- To share own knowledge and best working practices with new HR colleagues joining the team.

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To fulfil personal requirements, where appropriate, with regard to Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in the Trust's schools.

- To work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

**The Trust is committed to safeguarding and promoting the welfare of children
and expects all staff to share this commitment**

Person Specification

| Attributes | Essential | Desirable | How identified |
|-------------------------------------|--|---|---|
| RELEVANT EXPERIENCE | <p>Experience of working in a HR or Recruitment Administration role.</p> <p>Experience of providing confidential administration support.</p> <p>Experience of prioritising workload and working to deadlines.</p> <p>Experience of data input, maintaining accurate records.</p> <p>Experience of preparing reports.</p> | <p>Experience of working in an education or public sector administration role.</p> <p>Experience of inputting staff information into 'SIMS Personnel or other management information database.</p> <p>Experience of administering payroll instructions.</p> | Application Form/ Interview |
| EDUCATION AND TRAINING | <p>Sound educational background including GCSE Maths and English or equivalent.</p> <p>Willingness to undertake further training and develop professionally.</p> | CIPD Certificate in Personnel Practice (CPP) or Level 3 CIPD. | Application Form/ Interview/ Qualification certificates |
| SPECIAL KNOWLEDGE AND SKILLS | <p>Knowledge of HR or Recruitment related administration.</p> <p>Good practical skills in using Microsoft Office including Word, and Excel.</p> <p>Excellent time management, administration and organisation skills.</p> | <p>Knowledge of safer recruitment practices applicable to schools.</p> <p>Knowledge of safeguarding in schools.</p> <p>Knowledge of GDPR/ Data Protection.</p> <p>First Aid at work certificate.</p> | Application Form/ Interview |
| ANY ADDITIONAL FACTORS | <p>Ability to work accurately to tight deadlines.</p> <p>Ability to remain calm under pressure.</p> <p>Professional welcoming demeanor.</p> <p>Ability to work flexibly.</p> <p>Good team player/ability to accord with colleagues.</p> <p>Ability to work on own initiative and prioritise effectively.</p> | | Application Form/ Interview |



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