

JOB DESCRIPTION	
Post Title	HR Administrator
Profile	BS3.5
Grade	5
Grade Spinal Point Range	15-20
Accountable SLT post	Business Support Services Manager
Line Manager of Postholder (if different)	
Staff to be supervised or line managed by post holder	N/a
Post holder will work with	Teaching and Other Support Staff
Holiday and sickness relief by/ for	By and for other HR, Administration & Support Staff staff
Purpose of job	To be responsible for providing an efficient and effective HR advice and administration service, contributing to the development of the HR function and supporting the Trust HR Manager as appropriate.
	This post may work across the Trust schools.
Version revised:	October 2019

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

Specific duties and responsibilities:

To be responsible for the delivery of the school HR service, including the provision of HR advice, supporting staff recruitment, administration of personnel records and data, ensuring confidentiality and Trust policies and procedures are adhered to at all times.

Duties will include, but not be limited to:

- To be the first point of contact for all HR related queries.
- Work closely with the School BSSM to provide the Senior Leadership Team and governors with regular routine advice and staffing updates/data.
- To undertake the efficient and accurate preparation, input and maintenance of staff information and data into the Human Resource systems operated by the Trust in accordance with agreed procedures and regulations.
- Create, maintain and update confidential HR records for all staff. Ensuring that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation and Trust expectations.
- In conjunction with other colleagues organize and support the school's recruitment and induction process, ensuring all Trust procedures are followed.
- The administration of new starters, leavers and changes to employment status (e.g. pre-recruitment and DBS checks, employment contracts, letters, probationary reviews, fixed term contracts, liaison with payroll, pensions, etc, assigning codes/passes, keys, etc) including updating the school and Trust information management systems.
- Complete HR related financial transactions in conjunction with the BSSM/ school Finance Manager.
- Maintain and update the HR system and provide reports as required.
- Maintain and update the school single central record or equivalent.
- Ensure HR policies and procedures are up-to-date, and appropriately communicated, working with the school BSSM and Trust HR Manager as appropriate.
- In conjunction with other colleagues monitor and report on staff absences ensuring Trust policies and procedures are followed.
- Initiate appropriate action in respect of staff absences, including actioning/processing leave of absence requests, arrangement of absence monitoring meetings and occupational health referrals.
- Provide support to colleagues on the completion of HR related forms.
- Ensuring information on the MLE and in the staff handbook is up to date.

Support for Trust/School (included in all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All administrative support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.