

Northern Education Trust
Job Description and Person Specification



HR Administrator

Job Title:	HR Administrator		
Base:	North Shore Academy		
Reports to:	Director of Human Resources	Grade:	NJC Grade F SCP 23 – 26
Service responsibility:	Human Resources	Salary:	£21,268 - £23,398
Additional:	Regular travel will be required.	Term:	Permanent

JOB PURPOSE

- To deliver a professional HR administration service to the HR team and other staff as required;
- To work as part of a proactive, innovative and responsive HR team providing excellent customer service;
- To build and develop relationships with staff at all levels.

JOB SUMMARY

1. Support the HR team with all administrative related matters; keeping accurate and up to date records at all times;
2. Recruitment and selection – liaising with external advertising agencies for adverts, preparing packs for short listing, sending out invite to interview letters, reference requests etc;
3. Being responsible for the processing of new appointments and changes to existing employment contracts using established templates and pro-formas, including issuing of offers of employment and statement of particulars.
4. Organising and minute taking at meetings, providing confidential administrative support to the HR team;
5. Provide information and advice to staff and line managers in relation to legislative requirements involved in the recruitment and employment of staff. Where appropriate, ensure that queries are directed to the appropriate member of the HR team;
6. Inputting data and effectively maintaining confidential HR records;
7. Undertaking all required pre-employment checks including DBS checks, pre-employment questionnaires etc;
8. Maintain an accurate Single Central Record of all employees of the central team;
9. Dealing with day to day enquires on HR/Payroll issues.
10. Organise and maintain effective filing systems, both paper and electronic in order to provide an efficient working environment;
11. Undertake administrative work associated with staffing restructures; including compiling standard letters and calculating redundancy costs;
12. Undertake project work as directed by the Director of HR;
13. Comply with Trust policies and procedures at all times.

General

1. To participate in wider Trust meetings and working groups as required
2. All staff of the Northern Education Trust will abide by the one academy rule: **‘All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times’.**

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: