



Job Title:	HR Administrator
Location:	Central Offices – William Lee Centre
Salary:	The Redhill Academy Trust Pay Scale, Band 7/8 £19,844 to £24,177 FTE
Hours of Work:	37 hours per week, all year round 8.30am – 4.30pm (4pm on Friday)
Responsible to:	HR Officer
Post Objective:	The production of accurate and timely Human Resources administration in accordance with statutory regulations in addition to ensure accurate data entry and statistical reporting in accordance with the needs of the Trust.

**Main Duties and Responsibilities:**

1. To assist in the provision of a fast, accurate and professional Human Resources administration service for the Trust.
2. In liaison with the HR Officer and Heads PA's, prepare advertisements, advertise vacancies, prepare and send out job details and obtain references.
3. Once an appointment has been made, request DBS check, medical questionnaire and RTW clearances and other safer recruitment checks and pre-employment training completed, as required
4. Produce contracts of employment following Trust templates.
5. Set up and maintain electronic files for new staff members.
6. To action as appropriate all starters, leavers and changes to terms and conditions, including liaison with the Payroll team.
7. To update and monitor employment records on the HR Software.
8. To assist with sickness absence monitoring and report on a regular basis to the Operations Managers of individual academies within the Trust.
9. To develop induction materials as required by the HR Manager

10. To provide information as requested to assist with the administration of the Performance Management Process.
11. To actively develop the Trust HR system, including electronic imports of batch pay changes.
12. To actively develop the Trust Employment Screening Tool
13. To provide cover to the Payroll team as requested by the HR and Payroll Manager

#### General

- Liaison with other departments and other operational support staff over matters relating to HR and whole-academy issues.
- To uphold and actively support the Trust's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- This role involves working in regulated activity with children