**JOB DESCRIPTION**

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| **Post Title:** | **HR Administrative Assistant** |
| **Accountable To:** | HR Officer |
| **Location:** | The GORSE Academies Trust |
| **Scale** | **B1 SCP 4-6** (37 hours per week ) TTO + 10 days |

**PURPOSE OF THE POST**

To be responsible for delivering a high quality and efficient service, providing a range of support on HR and administrative matters within the central HR team.

**Main Duties**

* Assist with compiling and maintaining appropriate statutory and non-statutory records, inputting data and producing accurate reports, liaising effectively with the Trust’s central HR department.
* Assist with the administration of general personnel matters including new starters, leavers, contract changes, sickness absence and leave of absence, liaising with the Business Support Centre (BSC) and submitting relevant payroll/claim forms via the secure customer portal.
* Assist in dealing with staff queries relating to all contract and pay issues, liaising with BSC and the HR team as appropriate.
* Oversee the probationary monitoring process for TGAT support staff.
* Support the upkeep of staff personnel files ensuring compliance
* Support all areas of recruitment to include the uploading of compliant adverts to various advertising platforms, liaising with prospective applicants and ensuring that adverts are removed before deadlines etc.
* Assist with the completion and submission of forms and statistical reports etc. to internal and external agencies, governing bodies etc. Assist with collecting and preparing information from a variety of sources to produce reports such as those relating to staff data etc. Assist with the maintaining of confidential staff records, including electronic record systems.
* Use IT applications and databases effectively to deliver administrative tasks, and to input and retrieve data using computerised systems including Word, Excel and SAP (training will be provided)
* Support the wider administration team as required and undertake any other duties as reasonably directed by the HR Officer, including providing cover in the absence of academy HR administrators where necessary.

**Other Duties:**

* Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
* To willingly engage with training as required by the academy.
* Treat all aspects of the role with the strictest confidentiality.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## **Any Special Conditions of Service:**

## The post is subject to a satisfactory Enhanced DBS background check and a six -month probationary period

* Occasionally there may be a requirement to work off-site and undertake work outside normal office hours, on occasions, in order to meet the variable nature of workloads and deadlines and to support academy events.

## Contribute to the overall ethos/work/aims of the academy.

* The academy operates a No Smoking Policy.

**Personal Responsibilities**

* Hold positive values and attitudes and adopt high standards of professional behaviour.
* Carry out the duties and responsibilities of the post, in accordance with the Trust’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
* Take responsibility for safeguarding and promoting the welfare of children and young people.

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.

**PERSON SPECIFICATION**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Skills, knowledge and  experience | * Ability to keep accurate records, work under pressure and in confidence * Excellent interpersonal, organisational and communication skills * GCSE English/Mathematics * Professional telephone manner, smart appearance * Computer literate and competent in using Microsoft Office * Flexible approach with ability to prioritise and work on own initiative as well as part of a busy team | * Experience of working in a school or similar environment * Experience of SIMs/SAP databases * GCSE English/Maths   (A-C)   * Full driving licence as may be required to visit other academies on occasions | * Letter of application * References * Interview * Certificates |
| Personal attributes | * A sense of responsibility and confidentiality * Ability to work under pressure and remain calm and friendly in all situations. * Co-operative, willing, reliable and trustworthy | * Experience of working with or around young people * Highly motivated | * Letter of application * Interview |