



Ivybridge Community College



Job Description

JOB DESCRIPTION

Job Title:	HR Administrator x 2
Location:	Across the Trust (based at Ivybridge Community College currently)
Grade:	Devon Legacy Pay Scales Grade D, SCP 7-12
Hours:	1 x 22.5 hours per week, across 40 weeks per year (Usually worked across 3 days per week) 1 x 22.5 hours per week, across 52 weeks per year (Usually worked across 3 days per week)
Reports to:	HR Business Partner, daily supervision provided by the HR Advisor

Job Purpose

The HR Administrator contributes to the provision of a high quality, competitive, commercially aware and cost-effective HR service across the Trust, contributing to the continuous improvement of people management policies and practices, which support the delivery of the Trust's strategic aims. The HR Administrator undertakes a full range of contractual administrative and payroll/pension-related tasks and works alongside the HR Advisor assisting with employee queries, maintaining and updating employee records/documents and databases. Individuals in this role will have a good understanding and knowledge of HR related administration and base-line knowledge of employment law and routine employee relations issues related to their areas of work. They will also develop professional practice excellence to meet the changing demands of the role and as part of a team.

Duties and Responsibilities

- Provide a cross-Trust HR administration and payroll liaison service acting as the point of contact for contractual, payroll, and HR administrative practice queries.
- Carry out defined recruitment and vetting checks within the required time frames and support the administration of the Ivybridge Community College Single Central Record.
- Administer starter/leaver and contractual change processes, including letters of appointment, statements of particulars, induction and exit questionnaires, and contract change letters.
- Submission of School Workforce Census data.

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery. Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.

- Undertake pension administration including leading on annual audit requirements.
- Provide first line responses to routine HR queries via the telephone and email helpline and triage/escalate less routine or complex enquiries.
- Administer the annual Teacher's Pay Increment process and associated written notifications.
- Support the WeST HR Team in the management and administration of the Apprenticeship Levy Pot.
- Support the Director of People with the Trust-wide process for appraisal/performance management moderation and approval.
- Maintain and update electronic/hard copy personnel records systems and prepare associated reports.
- Administer absence, maternity, paternity, adoption, shared parental leave and parental leave processes and ensure associated payroll processes/notifications are completed.
- Monitor absence at the College, ensuring return to works are sent to managers for completion in a timely manner and any cases are escalated to the HR Advisor once trigger points have been met.
- Respond to pay and contractual queries from managers and employees providing advice or signposting as appropriate to policy and guidance.
- Ensure that HR guidance and advice to customers at all times reflects and reinforces employment law, good practice, customer care and the provision of a high quality service.
- Support the administration of employee relations meetings and/or hearings and, where appropriate, take notes for circulation.
- Assist with recruitment and selection processes and events.
- Assist with the redeployment process.
- Promote equality and diversity in all aspects of redeployment, recruitment and selection administration.
- Participate in and/or assist with projects and policy work as appropriate.
- Assist in the design, delivery and administration of HR training/briefings.
- Maintain own continuing professional development, keeping up to date with legal and HR developments.
- Promote effective, open and honest working relationships with all colleagues, internal and external to the team and Trust, to promote an effective employee relations environment within the Trust.
- Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded.
- Be familiar with and actively promote the Safeguarding Policies of the Trust, completing all essential/mandatory training in this area.
- Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.
- Support the operational and strategic development of the Trust HR Service where appropriate by identifying opportunities for continuing improvement.

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PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Associate membership of CIPD (Level 3 or 5) or working towards/ willingness to do so and/or equivalent demonstrable experience/evidence	E	X	
Level of education equivalent to 5 passes at GCSE (Levels 9 to 4)/NV Q 2 in Administration or demonstrable relevant experience showing clear evidence of excellent numeracy and literacy	E	X	
Experience:			
Providing advice and guidance to managers and/or customers	E	X	X
Working in a customer facing role	E	X	X
Working in HR/payroll/pensions administration	E	X	X
Familiarity with HR and payroll systems or other management reporting systems	E	X	X
Working in a large and diverse organisation	D	X	X
Knowledge, Skills and Abilities:			
Working on own initiative and making judgements within the defined boundaries of the role	E	X	X
Knowledge of a range of HR administration, payroll and/or pensions practices and procedures acquired through relevant training and/or experience	E	X	X
Excellent standard of verbal communication, able to convey advice clearly and concisely	E	X	X
Excellent interpersonal skills with the ability to develop successful working relationships	E	X	X
Good standard of written communication, able to write fluently and concisely with attention to detail e.g. letters, reports, policies	E	X	X
Excellent IT skills and good working knowledge of MS computer packages e.g. able to set up and maintain spreadsheets and interrogate information for use in management reports	E	X	X
A team-based approach to work	E	X	X
Knowledge of current employment law pertinent to areas of work	E	X	X
Good time management skills, together with a methodical and organised approach to work	E	X	X
Strong customer-oriented, solutions focussed approach	E	X	X

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Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications	D	X	X
Further Requirements:			
Commitment to Equality and Diversity including awareness of relevant legislation	E		X
Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults	E		X
Due to the nature of the role, the ability and willingness to work at and travel to different Trust campuses from time to time is essential.	E		X

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