



WESTCOUNTRY SCHOOLS TRUST

JOB DESCRIPTION

Job Title: HR Administrator

Location: Morley Meadow, Plymstock, Plymouth

Grade: Grade D

Hours: 18.5 hours a week, all year (0.5FTE)

Reports to: Director of People and HR Business Partner to The Learning Institute and The Arena Sports Partnership

Job Purpose

The HR Administrator contributes to the provision of a high quality, competitive, commercially aware and cost-effective HR service for Westcountry Schools Trust which includes The Learning Institute (TLI) and The Arena Sports Partnership, contributing to the continuous improvement of HR administration and payroll practices, which support the delivery of TLI, The Arena Sports Partnership and Trust strategic aims. The HR Administrator undertakes the full range of contractual administrative and payroll/pension-related tasks and supports the wider HR Team with employee queries, maintaining and updating employee records/documents and databases relating to Westcountry Schools Trust, TLI and The Arena Sports Partnership.

Individuals in this role will have a good understanding and knowledge of HR related administration and payroll issues and will develop professional practice excellence to meet the changing demands of the role and as part of a team.

Duties and Responsibilities

- Provide a HR administration and payroll liaison service for TLI and The Arena Sports Partnership acting as the point of contact for contractual and payroll queries.
- Act as lead administrator for TLI and The Arena Sports Partnership Recruitment and Selection ensuring adherence to legislation, best practice and Trust policies.
- Assist with the redeployment process.
- Carry out defined recruitment and vetting checks.
- Administer starter/leaver and contractual change processes, including letters of appointment, statements of particulars, induction/starter packs, ID badges, contract change letters and exit questionnaires.
- Administer casual staff engagements.
- Administer leave, absence, maternity, paternity, adoption, shared parental leave and parental leave processes and ensure associated payroll processes/notifications and letters are completed.
- Respond to pay and contractual queries from managers and employees providing advice or signposting as appropriate to policy and guidance.
- Provide first line responses to routine HR queries via the telephone, email and other electronic communication and triage/escalate less routine or complex enquiries.
- 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.

- Undertake pension administration.
- Maintain and update electronic/hard copy personnel records systems and prepare associated reports.
- Ensure that guidance and advice to customers at all times reflects and reinforces Trust agreed policy, good practice, customer care and the provision of a high quality service.
- From time to time support the administration of employee relations meetings and/or hearings and, where appropriate, take notes for circulation.
- Promote equality and diversity in all aspects of redeployment, recruitment and selection administration.
- Participate in and/or assist with TLI and The Arena Sports Partnership HR related projects as appropriate.
- Assist in the delivery and administration of TLI and Arena Sports Partnership related HR training/briefings.
- Maintain own continuing professional development, keeping up to date with legal and HR developments and participate in the HR Matters group.
- Promote effective, open and honest working relationships with all colleagues, internal and external to TLI, The Arena Sports Partnership, the wider HR 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 well-being 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 TLI, The Arena Sports Partnership and Trust HR Service where appropriate by identifying opportunities for continuing improvement.

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/ 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)/NVQ 2 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 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
Working knowledge of education legislation, safeguarding legislation and DfE guidance and publications relevant to Higher Education.	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