

## HR Administrator Reach South Academy Trust

### **JOB DESCRIPTION**

Post:	HR Administrator
Salary Grade:	Grade C
Responsible to:	Executive Assistant to Director of HR & Director of Finance
Accountable to:	Director of Human Resources
Position:	Permanent/Part-time
Hours:	30 hours per week, worked over five days, all year round
Base:	Reach South Headquarters, Plymouth

---

### Job Purpose

An experienced, confident and forward thinking Administrator to perform a variety of administrative duties supporting the HR Directorate and the Executive Assistant Team. Duties of the HR Administrator include providing general administrative support to colleagues, specific payroll, pensions, recruitment and HR duties as well as being the main point of contact to the office.

### Job Description

- Provide direct administrative support to HR, Payroll, Recruitment and other senior administrative colleagues within the Trust. This includes payroll and pension basic tasks, recruitment administration and general administration.
- Being the first point of contact for the Trust including providing appropriate first response to all telephone enquiries and re-direct as necessary e.g. public, parental, press and third party organisations.
- Taking full ownership of the main Trust email inboxes in relation to the role, answering and signposting queries and requesting other Reach South colleagues to action certain requests.
- Produce reports using a variety of software including PS People HR MIS, payroll and recruitment systems and excel. For example, absence reports for HR Business Partners.
- Support the Executive Assistants in maintaining the Trusts website.
- To develop constructive relationships and communicate effectively with staff at all levels in the Trust, parents/carers, other agencies and professionals, maintaining confidentiality and adhering to data protection regulations at all times.
- Managing the post that comes in and out of the office, opening and distributing as required.
- Undertaking a wide range of clerical tasks including word processing, spreadsheets, presentations, data input, photocopying, typing, and filing.

- To assist with the arrangements of any hospitality requirements and meeting room facilities as and when directed.
- Covering for other Administrative colleagues within the Trust during absence/leave.
- Arrange and minute meetings as required.
- Ordering supplies for the Reach South office in Plymouth & other central hubs.
- Arranging and booking travel arrangements for colleagues within the Trust, to include processing refunds and compensation claims.
- Supporting with events management and attending conferences/consultations and events, as and when required.
- To contribute to the overall ethos, work and aims of the Trust.
- Any other duties commensurate to the role.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. There may be occasions when it will be necessary to cover other roles within the Trust or to work with other colleagues when there are peaks and pressing issues.
4. This job description may be varied to meet the changing demands of the Trust at the reasonable discretion of the CEO.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

## PERSON SPECIFICATION

	Essential	Desirable
Qualifications/Training	<p>Five GCSE/O Level passes or equivalent to include grade C or above in English and Mathematics</p> <p>NVQ3 Level 3 Diploma (or equivalent) in Business and Administration</p> <p>Demonstrate a commitment to own professional development and willingness to learn and become familiar with a range of business functions</p>	
Knowledge	<p>Knowledge of a range of work procedures and practices</p>	
Experience	<p>Demonstrable experience of practice and procedures relevant to the area of work</p> <p>Reasonable experience of working with basic financial systems and procedures, e.g. data input</p> <p>Experience of working with HR Management Information Systems</p>	<p>Demonstrable experience of working in an educational Trust environment</p>
Skills	<p>Excellent written and verbal communication skills, including the ability to tailor communication to a range of high level audiences using a variety of mediums</p> <p>Strong attention to detail</p> <p>Ability to work to tight deadlines and manage multiple tasks</p> <p>Excellent customer service skills</p> <p>Ability to recognise political urgency/sensitivity of emails/phone calls in order to alert the appropriate person in a timely manner</p> <p>Excellent interpersonal and professional skills and proven ability to work and build good working relationships remotely with colleagues and other team members</p> <p>Excellent organisational skills with the</p>	

	<p>ability to prioritise workload, work to tight and changing deadlines and anticipate requirements in advance</p> <p>Ability to set own priorities and work plans</p> <p>Knowledge of Microsoft Office including Office 365, Word, Excel, PowerPoint together with excellent keyboard skills</p>	
<p>Personal Qualities/Abilities</p>	<p>Ability to be adaptable and work flexibly across the Trust</p> <p>Confidential and trustworthy</p> <p>Demonstrate personal and professional integrity, including modelling values and vision</p> <p>Commitment to promote and support the aims and value partners Reach South Academy Trust</p> <p>Values diversity and difference, operates with integrity and openness</p> <p>Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness</p> <p>Flexibility regarding working hours and days</p>	