



Equitas Academies Trust

Job Description & Person Specification



Job Title:	Trust Human Resources Administrator
Department:	Human Resources
Report To:	Equitas Academies Trust (EAT) Human Resources Manager
Job Purpose:	To support the Human Resources Manager in all aspects of Human Resources Administration across all Academies within Equitas Academies Trust.
Main Duties & Responsibilities:	<ul style="list-style-type: none">• To provide excellent customer service and support in the delivery of a high-quality HR function across the Trust.• To ensure the Trust's MIS is kept up to date with all staffing changes.• Manage the Single Central Record across the Trust, ensuring compliance with Ofsted and Local Authority requirements.• Record and monitor probationary periods for all new staff across the Trust and create reports as necessary.• Assist with the administration of the School Workforce Census.• Process payroll monthly in line with external payroll provider deadlines. Responding to queries as and when they arise.• Administer absenteeism across the Trust, to include the recording of absence data, monitoring of absence issues in line with the absence management policy and creating reports as necessary.• Assist in the administration and implementation of Trust policies and procedures.• Assist in employee relations case work across the Trust.• Administer the recruitment and selection process from beginning to end across the Trust; to include placing adverts, monitoring the jobs email account, collating recruitment paperwork and creating interview material.• General HR administration to include drafting of offer letters, contracts and taking and typing of meeting notes as required.• Monitor and assist in the induction procedures of all new members of staff across the Trust and ensure the staff induction booklet is up to date and distributed to new employees.



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	<ul style="list-style-type: none">• Create new starter files and send and monitor pre-employment clearances to include right to work, DBS, Medical etc.• Administer staff leavers and assist with conducting exit interviews.• Assist in the administration of Trust performance management procedures for both Teaching and Support staff.• Develop a good understanding of the full range of HR policy and processes. Utilising this to respond effectively to enquiries with a view to taking ownership of enquires and resolving at first point of contact, escalating more complex matters to the HR Manager where necessary.• Coordinate the archiving process for recruitment and personnel files. Ensuring all files are up to date and are stored in compliance with audit and data protection requirements.• Administer and contribute to the development of Trust wide training presentations and events on Human Resource related matters.• Assist the HR Manager is ensuring best practice Governance across the Trust.• Assist the HR Manager in any other HR related issues.• Any other duty that is commensurate with the role.
Safeguarding:	The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all post holders and successful applicants.
Grade	Grade 3
Hours	36.5 hours per week, term time only plus 2 weeks



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Post:	Trust Human Resources Administrator	<u>Essential or Desirable?</u>	<u>How assessed?</u>
Experience:			
1	Experience of maintaining important records	E	A
2	Experience of working with confidential information and maintaining its security	E	A
3	Experience of administering HR related projects	D	A / I
4	Experience of working in a busy environment	E	A
Skills & Abilities:			
5	Excellent organisational skills and attention to detail	E	A / I / R
6	Ability to prioritise, meet tight deadlines and to multi-task	E	I
7	Excellent communication skills, both verbally and written	E	I
8	Excellent administrative skills	E	I
9	Ability to analyse information and make judgements on issues presented	E	I
10	Excellent interpersonal skills with the ability to quickly establish and maintain good working relationships	E	I
11	Ability to use Microsoft Excel to a high standard	E	I
Education & Qualifications:			
12	CPP or working towards a CIPD qualification	D	A / I
13	Good standard of education	E	A
Training & Professional Development:			
14	Competent in using various Microsoft Office packages with a proven track record of IT training	E	A / I
15	Record of Continuous Professional Development	E	A
16	HR related training	D	A
17	Willing to undertake further training as necessary	E	I
Other:			
18	Approachable	E	I / R
19	Enthusiastic in approach to work	E	I / R
20	Flexible in approach to work	E	I / R