

Job Description: HR Administrator

Reports to: HR Officer

The Role:

As an integral member of the academy operations team, the post holder will provide HR administration support, undertaking duties across a range of HR activities including recruitment and selection administration, data management and reporting, HR compliance.

Key Responsibilities:

General HR administration

- To maintain an accurate and up-to-date paper and electronic filing system for personnel records
- To complete a range of HR related paperwork
- To process staff changes and staff leaving documentation and arrange exit interviews
- To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity and holiday entitlement)
- To take minutes at formal meetings (e.g. discipline, grievance, capability)
- Other administration as requested
- Assist the HR Officer with completion of all new starter paperwork, and other documents relation to staff employment. This work will include:
 - Preparing new starter packs
 - Assisting with the preparation of paperwork for payroll
 - Assisting with the preparation of contracts of employment, contract variation letters and leaver letters

Recruitment and Selection administration

- To support the recruitment process across the academy, including publishing adverts, scheduling and booking interviews, liaising with candidates and producing interview packs and meeting and greeting candidates
- To follow up with relevant colleagues to ensure all candidates receive feedback after interview, whether successful or not
- To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS, fit for work and reference checks, prepare new starter packs, ensuring all safeguarding checks are undertaken
- Liaise with external organisations to ensure appropriate clearance for new staff e.g. medical check, prohibition checks for teachers
- Ensuring room and refreshments are ready before the interview takes place

Data Management and Reporting

- To manage HR Information System to ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry and reporting
- To maintain an accurate and up-to-date Single Central Record
- To coordinate the academy's School Workforce Census annual return

- Assist the HR Officer with maintenance of confidential staff records. This will include:
 - Filing
 - Retrieving records for Senior Staff
 - Ensuring full records are maintained for staff

Other

- To support in other related tasks such as pension administration and support for curriculum colleagues
- To work in collaboration with the Ark Central team as appropriate

General

- Undertake any training which may be necessary to discharge these duties
- Participate in the academy's arrangements for performance management and continued professional development
- Carry out other duties as may be commensurate with the grade and nature of the post.

Person Specification: HR Administrator

Qualifications

- Right to work in the UK
- GCSE Maths and English (Grade C) or equivalent

Experience

- Experience of working in HR administration (essential)
- Experience of using a database, ideally an HR database (essential)
- Experience of working in a similar role in a school environment (desirable)
- Effective problem solver and flexible team player, with the ability to plan ahead
- Excellent interpersonal skills with a proven track record of developing strong and productive working relationships
- Good IT skills, including the ability to confidently use Microsoft Word, Excel and other publishing/editing or design packages as mentioned above

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Professional outlook, highly organised, able to multi task and meet deadlines
- Team focused with a flexible approach and 'can-do' attitude
- Helpful and positive nature and ability to stay calm and diplomatic under pressure
- Understanding the importance of confidentiality and discretion
- Resilience and determination to support HR processes
- Detail orientated and able to take ownership of tasks and work with minimal supervision
- Commitment to own professional development and learning

Other

- Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities.
- Support staff working closely with teachers will inevitably be privy to much that is confidential and this confidentiality must be adhered to at all times.
- This post is subject to an enhanced Disclosure and Barred service check.