



### **HR Administrator: JOB DESCRIPTION**

<b>Responsible to:</b>	Director of HR
<b>Specific Duties:</b>	<p>The HR Administrator will be part of the central Trust HR team which includes:</p> <ul style="list-style-type: none"><li>• Director of HR</li><li>• HR Business Partners</li><li>• HR Assistant</li><li>• HR Administrators</li></ul>
<b>Location:</b>	Based at the Trust's Head office but working regularly across and within all Venturers Trust Schools

**Purpose of role:** to provide a comprehensive, efficient and accessible Human Resources service, working as an internal HR operational team player across the Trust to contribute to the continuous improvement of people of management practices, which support the delivery of the Trust's strategic aims.

### **Key responsibilities**

#### **HR support**

1. Provide general transactional HR administration, information and support to the Director of HR and HR Business Partners to support the HR team and function Trust wide, across all aspects of the employee lifecycle.
2. Taking instruction and direction from the HR team, issue HR correspondence and management of document return/updates across the HR team and employees.
3. Support other HR Administrators with their priorities, work flow and understanding of the HR service and function.
4. Assist with all HR documentation and correspondence relating to all employee relations processes and generalist HR queries involving documenting grievances, performance management, appraisals, terminations, absences, performance reports, employment contracts, absence, reward, compensation and benefits information.
5. Assist with compliance of personnel files within the academies to ensure they meet the required standards and advise academies in line with legislation and Trust policy.
6. Contribute to internal HR communications across the team specifically relating to HR correspondence and processes as well as maintaining employee records.
7. Assist with the distribution of HR policies and procedures across the Trust, supporting the interpretation at Academy level.
8. Assist with report and documentation preparation for employee relations issues, case files / documentation to support the HR Business Partners.
9. Maintain basic HR reports, spreadsheets and correspondence using a variety of computer packages, including Word, Excel, Outlook and PowerPoint to provide effective management information and HR metrics reporting for the HR service.
10. Provide support to the HR Business Partners and Director of HR, as directed or requested by the HR Assistant or other colleagues.
11. Administer work through the dedicated HR email boxes across the HR team, as per agreed protocols.
12. Assist with the maintenance of the HR dedicated software systems.

13. Maintain school and academy wide oversight for the HR administration of processing employees including new starters, leavers, employment eligibility; quality assurance for all pre-employment compliance.
14. Provide 1<sup>st</sup> line advice and support to all external customers including the Principals/Heads, suppliers, contractors, staff and SLT where needed, on a broad range of HR queries.
15. Contribute to various project work to generate implementation of initiatives, review of process for improvements and evaluate HR department metrics and efficiencies.
16. Process leavers within Trust HR systems and pension providers.

#### **Recruitment**

17. Assist with the recruitment and appointment process including advertising vacancies on the Trust website as well as in external/online publications and liaison with 3<sup>rd</sup> party suppliers where appropriate.
18. Administer pre-employment checks for new employees.
19. Assist with the administration of the recruitment processes for including interviews, compliance, school liaison with academy PA's/senior administrators and candidate management.
20. Ensure support for recruitment advertising advice is given Trust wide, at the outset of a campaign and regular intervals throughout the process.
21. Assist and contribute to maintaining the library of job descriptions and adverts.
22. Support and assist with enquiries in respect of single central records across the Trust.

#### **General**

The post-holder will be expected to:

23. promote confidentiality, diplomacy, tact and discretion at all times.
24. undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties commensurate with the grade and expectations of this post.
25. self manage of HR knowledge and CPD, maintaining up to date understanding of current HR affairs and legislative changes at all times.
26. work within the requirements of all Trust policies, specifically H&S and GDPR at all times.
27. understand employee responsibilities in relation to Safeguarding and child protection and competent in highlighting an issue / concerns.
28. contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to the immediate line manager.

#### **Please note:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Duties, responsibilities and activities may change at any time with or without notice.

#### **OTHER PARAMETERS**

##### **Competencies:**

1. Customer service skills
2. Communication
3. Team working
4. Administrative process improvements
5. Cultural Awareness
6. HR Administration knowledge
7. Relationship Management

#### **Supervisory Responsibility**

This position has no supervisory responsibilities though at times will be required to mentor others in the department and across the Trust.

#### **Work Environment**

This job operates in a professional office environment and occasionally may be mobile across school sites. This role routinely uses standard office equipment such as laptops, computers, telephones. You are expected to dress, behave and act as an ambassador for the professional HR team and Trust at all times.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or use a step ladder/equivalent, as necessary.

#### **Position Type/Expected Hours of Work**

This is a full-time position, AYR. Days and hours of work are Monday through Friday, 8.30am to 5pm.

#### **Travel**

Travel is primarily local across the Trust school sites during the business day, although some out-of-area travel may be expected. You must be prepared to occasionally drive or be able to use public transport to maintain the HR service across Trust schools and to conduct Trust business.

***Venturers Trust is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.***