



Job Description & Person Specification

HR Administration Officer

Grade 4 SCP 12-17 £28,598 - £31,022

Full-time (36.66 hrs per week), Full Year

Purpose of Post

- To deliver an outstanding HR administration provision for The Brian Clarke Church of England Academy
- To provide HR administration support to Cranmer Education Trust primary schools in Oldham

HR Administration

1. Provide comprehensive HR administrative support for all aspects of the employee life cycle, including offer letters, contracts and variations, appraisals, pensions, absences, family leave and leaver processes.
2. Maintain and administer the HR/Payroll Management Information System (MIS) processing all changes in line with monthly payroll deadlines.
3. Ensure that all employees, casual workers, volunteers, external providers and contractors have current DBS certificates, ID checks and apply for DBS checks in a timely manner.
4. Administer the end-to-end recruitment processes in line with safer recruitment principles, including advertising vacancies, sending references, managing candidate communications, coordinating and supporting interview panels, using the recruitment MIS.
5. Ensure new starters complete the required checks and the induction process.
6. Administer the sickness absence management process including attending review meetings as note taker and preparing outcome letters.
7. Maintain the Single Central Record (SCR), ensuring accurate, compliant, and up-to-date safeguarding information.
8. Coordinate the statutory training requirements for staff at Brian Clarke, ensuring first aid and health and safety training takes place in a timely manner
9. Respond to payroll and pension queries, seeking advice from the central team as required.
10. Provide support to staff for the HR self-service system.
11. Maintain and develop HR files.
12. Actively support the drive for continuous improvement of HR Administration processes
13. Undertake wider HR administration tasks as required.
14. Having due regard to the data protection policy, to maintain HR files and database ensuring the correct retention periods are applied.
15. Attend and contribute to Trust HR network meetings, work collaboratively with the central team and HR colleagues across Cranmer schools.



Standard Duties

1. Uphold and promote the values and ethos of the school/Trust
2. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and development of operational procedures.
3. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
4. Implement and uphold the policies, procedures and codes of practice of the school / Trust.
5. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
6. Support the Trust and school's health and safety policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, for example challenging a stranger on the premises.
7. Understand and promote the importance of inclusion and equality and diversity for all.
8. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
9. Attend and participate in relevant meetings as appropriate.
10. Undertake any other additional duties commensurate with the grade of the post.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.



HR Administration Officer	/	
	Essential Desirable	Application Interview Test
Qualifications		
A minimum of 5 GCSEs at Grade C/4 or above, including English and Maths, or equivalent Level 2 qualification	E	A
Administrative or HR qualification	D	A
Willingness to obtain basic first aid certificate	E	A
Experience		
Experience of working in a HR administrative role	E	A / I
Experience of working within a school	D	A / I
Skills		
Excellent IT skills including Microsoft Office	E	A/I/T
Excellent communication (verbal and written) and interpersonal skills	E	A/I
Ability to learn and confidently use HR MIS	E	A/I
Excellent organisational skills with ability to work at pace, multi-task and prioritise	E	A/I
High level of accuracy with a strong attention to detail	E	A/I/T
Ability to work under pressure, manage conflicting priorities and adapt to changes in business need	E	A/I/T
Proactive in your approach to improving processes and introducing effective and efficient systems	E	A/I
To continually improve practice/knowledge through self-evaluation and learning from others	E	A/I
Ability to work well in a team	E	A/I
Positive 'can-do' approach to work	E	A/I
Knowledge		
Understanding why safeguarding is important when working with children and young people	E	A/I/T
Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I/T
Education HR Knowledge	D	A/I
Knowledge of data protection / GDPR and importance of confidentiality in a school environment	D	A/I
Ability to travel between Cranmer schools using own transport	D	A

Please do not include a curriculum vitae.

Candidates who are disabled will be guaranteed an interview if they meet the essential criteria.