

United Teaching National SCITT Job Description

Post: HR Administrator

Responsible to: HR Manager (United Teaching)

This post is a full time – 37.50 hours per week

Main Purpose:

To provide a range of HR, administrative, technical, and practical services to support the effective and efficient running of United Teaching National SCITT as an initial teacher training provider, and its role as a designated Teaching School Hub providing professional development for teachers and educational leaders across six boroughs of London.

Main Duties

- Act as first point of HR contact for the United Teaching, and the Teaching School Hub.
- Support the Professional Services HR Team across all HR activities associated with United Teaching.
- Support with the registration and onboarding of United Teaching trainee teachers.
- Support with the tracking and monitoring of programme completion and support participants and schools with any issues that arise.
- Support with the wider recruitment team by completing pre-employment checks, issuing contracts, and tracking documentation.
- To support with recruitment assessment day schedules for teacher training and support throughout the process liaising with the candidate and with schools.
- Provide advice on ENIC, equivalency tests and any other compliance issues to prospective trainees.
- Share recruitment documents, compliance records and trainee data with placement schools.
- Support with all data systems to enter, edit and retrieve data.
- Support with compiling reports needed for governance.
- Liaise with other HRAs based at other schools and their trainees/teachers.
- Maintain and administer systems as directed by the HR Manager to manage HR processes in an efficient and confidential manner.
- Ensure all information on the HR system is completed, correct and up to date.
- Maintain trainee personnel records.
- Creation of reports as required.
- Attend HRA away days and participate in other CPD as required.
- Undertake general administration duties such as filing, faxing, photocopying, placing orders, handling telephone queries, dealing with internal and external correspondence and other tasks commensurate with the role/responsibilities.
- Attendance at teaching staff/management/other meetings as appropriate.
- Support academy and United Teaching recruitment and on boarding events as appropriate.
- Participate in the academy's quality assurance and performance management procedures.

Person Specification

- Demonstrates a genuine interest in working in an educational setting
- Embodies the Academy values of hard work, integrity, and excellence
- Good honours degree/strong A Levels
- IT literate
- Previous business/administrative support experience is desirable but not essential

- Able to work accurately and use own initiative is essential
- Strong attention to detail
- Ability to prioritise workload and work under pressure
- Maintains confidentiality of position
- Great team player
- Eager to take personal responsibility to ensure the job gets done
- An efficient and organised individual with an ability to communicate at all levels

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the post holder.