



Job Description & Person Specification

HR Administrator



Job Title : HR Administrator
Scale : Scale 3

Reporting Arrangements

Reporting to : Recruitment Manager
Accountable for : N/A

Job Purpose

- To be the first point of contact for the administration of the full employee lifecycle, providing support to all Managers.
 - To administer the recruitment activity across the Trust, ensuring all safer recruitment standards and safeguarding procedures are adhered to.
 - To support with the onboarding of all new staff members.
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Main Responsibilities

- Provide confidential administrative support including the preparation of confidential documents and reports using excel and word.
- Maintain and retrieve data from the School Management Information System (SIMS).
- Draft and coordinate the posting of job advertisements.
- Ensure all templates are up to date and fit for purpose.
- Carry out all types of employment referencing.
- Raise requisitions through the Trust financial management system.
- Liaise with our occupational health provider.
- Send out internal and external interview invites and track attendance.
- Assist in the accurate input of data into the HR and Payroll system.
- Manage the onboarding process including pre-induction tasks and induction compliance.
- Provide reporting on HR metrics.
- Ensuring standard operating procedures are in place and clearly communicated.
- Manage the inbox and telephone line queries in a friendly and professional manner.
- Support with the application of the visitor's policy and procedures.
- Take notes, minutes and actions at HR related meetings.
- Maintain, store and share data appropriately and in line with GDPR.
- Ensure trust wide compliance with Keeping Children Safe in Education/Safer Recruitment Guidelines.
- Build effective relationships with key stakeholders to ensure a seamless and efficient service is offered at all times.

Trust Responsibilities

- Adhere to all Trust policies and procedures.
 - Take responsibility for promoting and safeguarding the welfare of all pupils.
 - All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
 - Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
 - Travel between different sites of the Laurus Trust as required.
 - Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
 - Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
 - Refrain from smoking in any areas of Trust premises.
 - Behave in a manner that ensures the security of property and resources.
 - All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.
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Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ Adaptable | - | Open to change, to be flexible. |
| ➤ Courageous | - | Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - | Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - | Treat others fairly and equally. |
| ➤ Engaged | - | Involved/absorbed in your work, participate at all times. |
| ➤ Value | - | Add value to your role, your team and the Trust. |
| ➤ Enquiring | - | Have an enquiring mind, curious, improve and find solutions. |
| ➤ Motivated | - | Pro-active, wanting to achieve goals, willingness to try, can do attitude. |
| ➤ Encouraging | - | Giving/offering support and confidence to others, working together. |
| ➤ Navigator | - | Providing guidance, leading when necessary. |
| ➤ Tenacious | - | Perseverance, never giving up, whatever it takes. |

Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	<ul style="list-style-type: none"> • CIPD level 3 or above • Degree in relevant discipline
Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience of working in an administration role • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Experience of working in a school environment • Knowledge of Safer Recruitment Guidelines • Experience of working with confidential information • Awareness of current issues in education • Experience of working with iTrent • Experience of working with SIMS • Experience of working within a HR or recruitment team
Skills	<ul style="list-style-type: none"> • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	
Other Qualities	<ul style="list-style-type: none"> • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> • Full driving licence