

HR Administrator

Based at the Beal Campus - IG4 5LP

36 hours per week, 52.14 weeks per year

LBR Scale 03, Scale Point 5-6

£ 28,521.00 - £ 28,929.00 per annum dependent on experience

Required: As soon as Possible

Beacon Academy Trust are currently seeking to appoint a HR Administrator that is committed to providing an outstanding service to our Human Resources department at Beacon Multi Academy Trust.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)
[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



Beacon Multi Academy Trust Benefits

SCAN THE QR CODE
TO VIEW **CURRENT**
VACANCIES



Benenden Private Healthcare

Responsive medical care which can be extended to include family and friends - taxable benefit

Busy Beacons Nursery

Access to a BMAT term time only on-site nursery for all BMAT staff

Pay and Conditions:

16% PPA minimum for teaching staff

Retained School Teachers Pay and Conditions 2012 including automatic main scale progression for teaching staff

Access to Teachers' Pension Scheme (TPS) or to Local Government Pension Scheme (LGPS)*

CPD:

BMAT CPD Hub - Investment in training and professional development

A range of career opportunities across the Trust

*Where applicable

Staff Wellbeing:

Free access to a fully fitted on-site fitness suite on both campuses and staff shower facilities

Interest-free beneficial loans to spread the cost of computer equipment, bikes, transport season tickets and visa applications

Free hot drinks

Free on-site parking and electric vehicle charging points on campus

Winter wellbeing additional day holiday for all staff

Employee Assistance Programme. 365 days/24 hour helpline and additional support with legal, financial advice and counselling

Two weeks' full pay paternity leave*

Generous leave for full-time support staff

Team building and sports events to build cohesion and BMAT community

Microsoft Office 365 individual access from personal devices



Overall Responsibilities

To undertake a range of administrative duties to support the HR Team to deliver a consistent, high quality, integrated and seamless service.

General Duties and Responsibilities

Provide administrative support to the HR Department

Assist in the formulation and implementation of robust HR processes and systems

Contribute to the successful achievement of HR action plans by organising and prioritising workloads, processing work efficiently and reporting on the progress until completion

To assist activities associated with the entire employee cycle; including on boarding and off boarding processes, recruitment, the SCR, personnel files, absence management and BMAT personnel employee administration

Assist with systems and processes to ensure that information and data for the monthly payroll is accurate

Work as part of an integrated central service support function including MIS, Finance and Payroll functions

Assist with completion of safeguarding checks:

- References
- Enhanced DBS checks
- Qualification checks, right to work in the UK
- Ensure the Single Central Register is compliant and up to date

Assist in the Recruitment process and compliance procedures.

Assist in the preparation of the School Workforce Census

Ensure that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation, including the SCR

Ensure HR policies and procedures are up to date

Understand the nature of this role and ensure confidentiality

To be a point of contact for all HR related queries through a process driven approach

Gain HR Generalist experience through the rotation of team priorities in line with the HR strategy and action plan

Proactively maintain and update electronic and filing systems and ensure they are 100% accurate to support in the preparation of HR reporting and metrics

Process pre-employment screening for candidates/new starters including, essential safeguarding and right to work checks

Track Probationary documentation, liaising with Line Managers and supporting as required.



Ensure absence information is tracked and updated daily to inform the absence management process

Process HR forms and ensure the correct paperwork is sent to employees in a timely manner including, but not limited to, maternity and paternity documentation, amendment to contract letters, preparation of pay review documentation and letters

Ensure compliance of the return to work process across the Trust

Contribute to the continuous improvement of the HR service

Maintain and track all recruitment data and produce regular analysis and reports on performance

Understand and advise on the application of Keeping Children Safe in Education, Safer Recruitment, BMAT HR policies, processes and systems across the Trust

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
Qualification at Level 2 (Grade 4 / C or above) in English, Maths and Science	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge / Skills / Experience				
Excellent organisation and administrative skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent written and verbal communication skills, including telephone skills	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Some experience in the use of IT packages	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The ability to absorb information readily and speedily and work under pressure	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work constructively as part of a team and work independently	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A good understanding of the need for confidentiality	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attention to detail	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attributes				
Reliable, respectful, responsible & conscientious approach	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Be willing and able to undertake a wide range of duties as required	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Integrity and confidentiality to be maintained at all times	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Able to adapt and embrace change	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prepared to work on own initiative, but also unafraid to ask for help when necessary	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to find innovative solutions to problems/issues	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

