



Grace Academy Solihull

Job Description



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| Role: | HR Admin Manager |
| Responsible to: | School Business Manager |
| Based at: | Grace Academy Solihull |
| Hours: | 37 hours per week, 42 weeks per year |
| Grade: | Grade H, points 14 to 21 |

Job Context

This role sits at the heart of the school's administrative operations and provides essential HR administrative support to the School Business Manager (SBM) to ensure staff information is managed accurately, consistently, and in line with trust and school policies. There are over 100 members of staff at the school with around a 60/40 split in favour of teaching staff. The Human Resources Information System (HRIS) and payroll provider is MHR Itrent and there is central support from the TLT Payroll and HR team and an outsourced service level agreement for HR advisory support.

Key Responsibilities

- **Lifecycle administration** - Execute the full end-to-end administrative processing for the employee lifecycle including recruitment, new starters, contract variations, and leavers using the trust HR system,
- **Casework** - Support the School Business Manager with the HR casework, following trust policy on probation, absence management, attendance, capability and other employee behaviours and providing management information to aid decision making.
- **HR data & compliance** - Maintain the school's data on the HRIS and electronic personnel files in strict accordance with GDPR regulations and TLT policies.

Job Description

Lifecycle administration

1. Support the SBM in staff recruitment by preparing job descriptions, adverts and person specifications for approval prior to advert.
2. Ensure adverts are placed with the appropriate venues and platforms and taken down when expired.
3. Assist with all the interview processes, including shortlisting co-ordination, reference checking, interview scheduling and supporting the team on interview days.
4. Manage the completion of the post appointment checks including but not limited to DBS processing, medical clearances, right to work documentation, completion of internal monitoring forms and entry of the employee onto the Single Central Record ensuring all required documentation is collected, verified and retained appropriately.
5. Produce, issue or collate the appointment letters and process on the HRIS in order to generate the contract in a timely manner to comply with the Good Work Plan.

6. Accurately input and maintain records on the HRIS to ensure all starters and leavers information is updated and all supporting documentation is issued, retained, and electronically filed.
7. Diarise and facilitate the probation process for all new support staff, ensuring regular reviews take place with the appropriate line manager, ensuring that more senior staff are notified when the probation process requires this.
8. Co-ordinate and advise on the DBS processes within the Academy for new staff, volunteers, contractors, governors and visitors.
9. Support the SBM with the responsibility for the administration and maintenance of the Single Central Record as required by KCSiE and Ofsted guidelines and regulations.
10. Process all contract variations, such as changes to working hours, salary points, or roles, ensuring the school's data on the HRIS is updated promptly and accurately and supporting documentation is issued and filed.
11. Liaise with the SBM to ensure all contractual changes are formally documented and communicated to the relevant staff members.
12. Support with and administer the administrative process for all leavers, ensuring the school's HR system is updated to reflect termination dates and that all exit procedures are followed.

Casework

13. Using the the HRIS, provide the SBM with staff attendance data as required and facilitate the following of standard procedures using the Bradford score and trust procedures.
14. Ensure return to work meetings are arranged and completed, and records retained, in line with the trust's absence management policy.
15. Co-ordinate and administer via the HRIS, the approval process for all leave, including requests for special leave, maternity, and paternity, ensuring all TLT policies are followed.
16. Support the SBM and senior team with diary management and documentation around grievance, capability and disciplinary casework as required.

Compliance and Data Protection

17. Maintain, update, retrieve and keep confidential the school's HR data on the HRIS and any electronic personnel files for all employees ensuring that all data is handled in compliance with trust policies.
18. Adhere to the trust guidelines on GDPR following appropriate regulations and retention guidance and understand how to report a breach should one occur.
19. Assist with the completion of data validation and entry for the School Workforce Census (annual) on an ongoing basis.
20. Maintain accurate monthly records for audit purposes on payroll, Childcare Vouchers, Cycle to work and other staff benefits and save to a central file for retention.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.