

Job Description

Establishment:	Arnold Hill Academy
Post Title:	HR Administrator
Grade/Pay Range:	NJC 8 – 15: £18,092.42 - £20,782.92
Hours/weeks:	Full Time 37 hours - Term Time Only plus 3 weeks
Reporting to:	Deputy Head Teacher for Teaching and Learning
Department/Team:	Admin Support and Finance

Overall Purpose of Post

To provide effective HR administrative support and assistance to the academy.

Overall Responsibility

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

HR Administration

- Ensure personnel records are kept up to date using the appropriate Trust systems
- Processing any contractual changes for payroll and drafting variation and other contract change letters as appropriate
- Ensure maternity, paternity and adoption leave processes are completed
- Point of contact for general HR, pay and pension queries and link to payroll
- Attendance at HR meetings ensuring that appropriate paperwork is circulated on time and taking notes at meetings
- Weekly update meeting with the Principal or Deputy.
- Keeping attendance records up to date and providing trigger reports to the Principal as required
- Co-ordinating reference requests for existing employees and make sure that exit interviews are conducted.
- Providing reports from the Trust HR system
- Completing occupational health referrals and action any follow up as appropriate

Recruitment

- Completing recruitment approval from ELT
- Drafting job descriptions, person specifications and adverts for recruitment
- Placing adverts using the Trust recruitment portal
- Interview day co-ordination – inviting candidates to interview, scheduling order of day, checking ID and qualifications, requesting references etc.
- Drafting new appointment paperwork; offer letter and contract
- Completing DBS and other recruitment checks
- Ensure all new staff inductions are complete by line managers
- Make sure that support staff probation is monitored, reviewed and completed

Single Central Record

- Ensuring new employees, volunteers and contractors etc details are logged in a timely manner
- Keep the SCR up to date
- Ensure all new staff have completed up to date safeguarding training and information is included on the SCR

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Spec – HR Admin

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Experience of working in a busy office	✓	
NVQ Level 3 or 4 in Administration or similar IT qualification or experience		✓
Previous experience in an educational environment	✓	
Management of staff		✓
Knowledge and skills		
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school based systems and specified timelines	✓	
Working knowledge of a range of administration procedures	✓	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	✓	
Ability to proficiently use SIMS management information system in relation to all areas of staff cover, re-rooming and HR administration	✓	
Academy procedures	✓	
Ability to use school finance systems and knowledge of finance procedures		✓
Working knowledge of HR, pension and pay matters in order to answer initial staff queries	✓	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	