Job description

1.0 JOB TITLE  HR Administrator

2.0 JOB PURPOSE

To assist in the management of HR processes and functions for all staff within the Trust.

To assist with the continuous development of the HR function and provide accurate and timely support to the Executive Core Team.

3.0 DUTIES AND RESPONSIBILITIES:

3.1 Recruitment

- To support with safer recruitment processes for new staff, agency staff and students
- ensuring recruitment adheres to the safer recruitment policy.
- To prepare advertisements and job details for staff vacancies, as required
- To respond to queries if possible or redirect to the Head of HR.
- To keep a record of all applications and recruitment sources, and maintain the recruitment online files.
- To process applications and send to relevant interview panels along with accompanying necessary paperwork e.g. shortlisting criteria.
- To request references prior to interview, and check thoroughly against the application form and for appropriate content, highlighting any areas of concern to the Head of HR.
- To assist with preparation of all paperwork for interview; invitation to interview letters; interview plan for candidates etc.
- To retain and archive all applications in line with the Data Protection Policy
- To ensure all paperwork is complete and returned for all pre-employment checks, and that files are complete, and all legal checks satisfactorily completed, prior to commencement of employment e.g. medical checks, DBS Sourcing reference checks, right to work checks, s.128 checks and any concerns are highlighted to the Head of HR.
- To ensure new starters are set up on the HR system and new starter information is disseminated to office managers in order for them to add them to the Single Central Record.
- To undertake Safer Recruitment training and be a member of interview panels, as required.

3.2 Induction

- To ensure all new staff receive relevant documents, training and induction and this is recorded accurately.
- To support the Head of HR with the new staff induction process, ensuring all new staff are invited to the scheduled induction, organising all relevant paperwork for line managers.
- To liaise with line managers, ensuring they complete a thorough induction & probation process for new staff.
- To ensure all probationary periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers.

3.3 Records

- To be responsible for maintaining the central register for staff ensuring all legal checks are recorded, highlighting any areas of concern to the Head of HR
- To ensure information for new staff is accurately completed
- To scan all new starter files onto the system and relevant information on to staff records
- To produce staffing reports as requested and assist with audit requirements
- To support the Head of HR in ensuring the ‘Single Central Register of Staff’, is kept up to date at all times.
- To update electronic staff files as required
- To keep a bank of all MAT policies and inform the HR Lead when they are due for review

3.4 Operations

- To respond accurately to staff queries.
- To monitor sickness absence of staff and highlight concerns to the Head of HR.
- To liaise with managers to ensure professional growth and probation paperwork is completed for all staff, chasing as required.
- To assist the Head of HR in the administration of new starters, leavers and variations to contract.
- To support the preparation of documentation for internally promoted staff.
- To maintain and update training records including mandatory safeguarding training and other CPD.
- To compile termly reports to report on sickness absence and other HR metrics.
- To support the Head of HR with the implementation of any HR strategies.

3.5 Payroll

- With the Head of HR, ensure that regular, consistent and timely information and instruction is given to the Payroll Administrator.
- To provide administrative support to the annual salary review process.
- To act as a point of contact for all payroll/contract queries for new and existing staff, escalating to the Head of HR as appropriate.

3.6 Other administrative duties for the Executive Core Team
• Produce original and complex correspondence against a broad framework provided by the MAT central team i.e. reports, agendas, minutes, circulars, memoranda and disseminates such appropriate information to staff, Trustees etc as required.
• Supply information for a specific purpose, identifying and accessing relevant data
• Assist with implementing Trust Policies and ensure staff are advised, in order to comply with legislation and “Good Practice”.
• Carry out risk assessments to ensure effective identification of potential work place hazards.
• To provide a full clerical and administrative support as required.

4.0 OTHER DUTIES AND RESPONSIBILITIES

• To assist delegated responsibility for GDPR compliance.
• To plan own work to ensure the meeting of defined objectives.
• Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
• To ensure all tasks are carried out with due regard to Health and Safety
• To undertake appropriate professional development including adhering to the principle of professional growth.
• To operate at all times within both the spirit and the practice of the Trust Equal Opportunities policies
• Contribute to the overall ethos/work/aims of the Trust
• Any other duties as commensurate within the grade in order to ensure the smooth running of the MAT.
• To assist in the merging of new schools into the MAT’s procedure’s.

The above list is indicative and not exhaustive. The HR Administrator is expected to carry out all such additional duties as are reasonably commensurate with the role.

I agree that this job description conveys an accurate description of this job. This job description is not exhaustive and subject to review by the Head of HR in consultation with the post holder as appropriate to the changing needs of the MAT or anticipates changes in the job commensurate with the grade and job title. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed ……………………………………… Date …………………………………
On behalf of Excelsior Multi Academy Trust

Signed………………………………………… Date……………………………..
Employee

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children,
emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.

**Person Specification**

**Method of Assessment (MOA)**

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<tr>
<th>Criteria</th>
<th>Essential (E) and Desirable (D)</th>
<th>MOA</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>GCSE A – C in English and Maths (E)</td>
<td>AF/I</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
<td>Educated to A Level or Equivalent (E)</td>
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<td></td>
<td>Certificate of School Business Management or equivalent (D)</td>
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<td>Level 3 CIPD qualified (D)</td>
<td>AF/I</td>
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<td><strong>Experience</strong></td>
<td>Administrative experience in an educational setting including HR functions (E)</td>
<td>AF/I</td>
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<td>Relevant work and other experience</td>
<td>Experience of using data input systems (E)</td>
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<td>Experience of child protection procedures and commitment to safeguarding pupils (E)</td>
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<td>Experience of using HR Software and running reports (D)</td>
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<td><strong>Skills &amp; Ability</strong></td>
<td>Effective use of ICT (E)</td>
<td>AF/I/T</td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others (E)</td>
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<td>The ability to support colleagues (E)</td>
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<td>To be loyal and committed to the Trust (E)</td>
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<td>An ability to establish and develop positive relationships throughout the Trust (E)</td>
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<td>Flexibility to adjust to change and development (E)</td>
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<td>Positive and proactive approach with the confidence to support new initiatives</td>
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<td>Approachable and confident demeanour</td>
<td>AF/I</td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.