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| Academy Job Description |  |
| Job Title:  | HR Administrator  |  |
| Job Scale:  | Scale 3 |  |

**BASIC JOB PURPOSE**

* To work with the HR Officer in providing high quality administrative support for a range of human resources processes throughout the academy
* To ensure all records relating to employees are maintained and accurate.
* To provide support services to contribute to the delivery of teaching and learning across the academies

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| **Reporting to:** HR Officer |
| **Responsible for:** n/a |

**MAIN RESPONSIBILITIES**

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|  | To support with recruitment processes, including:* Ensuring vacancies are advertised
* Receiving and logging application forms
* Supporting with short-listing processes
* Arranging and co-ordinating interviews
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|  | To support the new starter process including:* Completion of pre-employment checks such as references, DBS, eligibility to work in the UK
* Ensuring offer letters and contracts are issued in a timely manner
* Co-ordinating induction processes
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|  | To be responsible for accurate and well maintained staff information; this includes personnel files (paper and/or electronic), spreadsheets and databases. |
|  | To ensure that the Single Central Register is accurate and up to date, completing checks and seeking information, where appropriate. |
|  | To ensure that HR administration processes such as leavers, contract changes, maternity, paternity and probation are completed in accordance with policies and procedures in place. |
|  | To liaise with payroll to ensure all monthly changes are recorded and communicated effectively to ensure accurate employee payments. |
|  | To maintain employee training records. |
|  | To support in the co-ordination of annual performance reviews |
|  | To keep records and monitor annual leave for all year round support staff |
|  | To support the trust’s absence management process, by updating and ensuring accurate personnel records. |
|  | To support where required with the ‘cover’ systems; processing absence forms, organising cover for lessons and ensuring that there is a continuity for teaching and learning. |
|  | Where required, to act as note taker in formal meetings and assist in the preparation of documentation and arrangements for holding disciplinary hearings, capability meetings, Appeals etc.  |
|  | To prioritise work to meet conflicting deadlines. |
|  | To undertake any other administration duties to ensure the delivery of high quality teaching and learning and professional HR services. |
|  | To work as part of the wider admin team as and when required, undertaking general administrative duties. |
| **16.** | To provide HR administrative support when required to Trinity Academy Bradford.  |
| Other specific duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
* To continue personal professional development as required.
* Attend staff and other meetings and participate in staff training and development events as required.
* To actively engage in the performance review process.
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary.
* To work in the best interests of the academy, students, parents and staff.
* To adhere to the academy’s policies and procedures with particular reference to child protection, equal opportunities, teaching and learning and health and safety.
* Undertake the role of a Form Tutor within the academy’s pastoral structure, and provide relevant and appropriate pastoral support.
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.
* To work at locations across the academy trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
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| **PERSON SPECIFICATION** |
| **Job: HR Administrator** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and experience** | * 4 or more GCSE’s at grade C or above, including English and Maths (or equivalent)
* evidence of experience in a similar, office or administration role
* experience of working to deadlines
* experience of using databases, word processing and a range of other IT packages
 | * experience of working in a school environment (understanding of safeguarding and child protection issues)
* experience of working in an HR team/role
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| **Knowledge and understanding** | * knowledge of administration systems and general office procedures
* understanding of filing, storage and archive systems and procedures
 | * safer recruitment training, or understanding of recruitment in schools
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| **Skills and abilities** | * ability to communicate and effectively to a range of audiences (internal and external) through strong inter-personal, written, oral and presentation skills
* sound judgment and ability to make decisions based on understanding of relevant information
* able to prioritise work and to manage work to meet tight deadlines
* adaptability to changing circumstances/ideas
* work as an effective team member and apply given instructions
* customer service skills
* able to apply written and verbal instructions
* able to organise, plan and complete tasks
* able to work in a school environment, around children and young people
* able to work as part of a team
* high personal standards and able to provide a role model for students and staff
* seek support and advice when necessary
 | * deal sensitively with people and resolve conflicts
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| **Personal qualities** | * adaptability to changing circumstances/new ideas
* ability to inspire confidence in staff, students, parents and others
* reliability and integrity and a commitment to confidentiality
 | * determination to succeed and the highest possible expectations of self and others
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