

Job Description – HR Administrator (DSAT Services)



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Job Title: HR Administrator.

Hours: 5 to 7 hours per week, 38 weeks per year, permanent
We are willing to be flexible with regards to working hours and holiday entitlement for the right candidate.

Reports to: Business Support Administrator

Liaison with: CEO, DSAT Services Team, Hub Business Managers, School-based administrators, Headteachers and People Administrator.

Main Job Purpose:

To support DSAT Services HR through the administration of contractual changes, personnel records, data and payroll checking; to offer an effective administrative support service, always ensuring confidentiality across the Trust, in liaison with the Business Support Administrator.

Key Responsibilities:

1. Human Resources

- Create, maintain, update and archive confidential HR records for all staff in accordance with procedures.
- Undertake administrative duties in connection with personnel contractual changes or amendments and terminations of contracts for staff, ensuring accuracy and compliance with HR policies and procedures.
- Undertake maintenance of the administration of MNT and DBS checks.
- Assist with the administration of the onboarding process.

2. Payroll

- Administer the timely processing of all necessary time sheets and expenses for input into the payroll system as is required.
- Supporting the payroll administration on a monthly basis, carrying out necessary checks and procedures.

3. Other

- Deal promptly with relevant correspondence in a timely manner and maintain efficient systems for all data.
- Support the wider administration of the Trust as we provide an efficient service to our schools, as required.
- Comply fully with the Trust's Safeguarding Policy.
- Other such duties as may be reasonably directed by the Business Support Administrator or People Administrator.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach an agreement on any changes.

Person Specification – People Administrator



	Essential	Desirable	Assessed
Qualifications	<ul style="list-style-type: none"> Educated to GCSE level in maths and english at grades A*-C or equivalent. Some training in HR and administration. 	<ul style="list-style-type: none"> Relevant qualification (HR/ Payroll qualification) 	Application Form Interview
Skills/ Experience	<ul style="list-style-type: none"> Accurate and efficient administration skills. Good communication skills. Understanding and practice of confidentiality. Ability to manage time and prioritise tasks. Good IT literacy skills. Awareness of Child Protection issues. Knowledge of HR and relevant legislation and practice. 	<ul style="list-style-type: none"> Experience of working with MIS and finance packages. At least two years' experience of working in an equivalent administrative role. Experience of working within a school environment. 	Application Form Interview
Leadership and Personal Qualities	<ul style="list-style-type: none"> Excellent communication and interpersonal skills. Good numeracy and literacy skills. Excellent IT skills. Excellent administration and organisational skills. Ability to prioritise and work to deadlines. Ability to work under pressure. Ability to work independently and with initiative. Sense of humour. Willingness to undertake further training. Willingness to take part in the broader life of the academy. 		Application Form Interview