



HR ADMINISTRATOR

Closing Date: Midday on Monday 27th January 2025





**HR ADMINISTRATOR (TRUST)
Permanent**

**Salary Scale 5 Point 12 £27,711 - Point 17 £30,060 p/a
Depending on Experience**

**(Salary will be pro-rated to reflect Term Time plus 10 Days)
(Full time or part time will be considered)**

This is a key post in supporting the management and staff at Chrysalis Multi Academy Trust to be effective in their roles and provide the very best quality of provision to our employees.

The successful candidate will support the full employee life cycle and will be involved in all areas of the Human Resources function. The post holder will be expected to work as part of the HR team in the provision of a comprehensive HR service at Chrysalis Multi Academy Trust.

The post holder will be required to work closely with the Head of Human Resources, who has day to day oversight of the Human Resources function.

The school reserves the right to interview and appoint this position ahead of any advertised application closing date, should an appropriate candidate be found. It is, therefore, advisable to submit applications as early as possible.

To apply please refer to:-

[Chrysalis Multi Academy Trust, Kenton, | Teaching Jobs & Education Jobs | MyNewTerm](#)

Closing Date: Midday on Monday 27th January 2025

JOB DESCRIPTION

Trust HR Administrator - Permanent

Full time or part time considered

Term time plus 10 days (to be arranged with Line manager)

Main Duties:

- To assist the Head of Human Resources in providing an efficient, proactive, and comprehensive HR administration service across the MAT and work within the HR processes agreed across the Trust.
- Support with in-house training and workshops to assist others in understanding HR requirements where appropriate.
- Providing support efficiently and effectively in all areas of Human Resources (HR) including but not limited to the areas of recruitment and selection, learning and development, performance management and reviews, grievances and dispute resolution and change management, consistent with legislation and Trust's approved policies.
- Provide administrative support to HR colleagues by organising meetings, drafting and collating paperwork, and notetaking at HR meetings as directed
- To assist with preparation of all paperwork for interview; invitation to interview letters; interview plan for candidates, book rooms, prepare interview packs
- Assist and support managers through all stages of employment matters, including assisting with investigations, attending hearing and note taking.
- To manage the probationary review process and ensure it is conducted in a timely manner, following up with staff and ongoing monitoring and ensure outcomes are communicated formally through letters.
- To be responsible for keeping all HR files and records up to date and secure, dealing with confidential material with integrity and tact
- To be responsible for recording and monitoring sickness absences daily as necessary and highlighting any long-term sickness or concerns to the Head of HR and following the processes agreed with short term and long-term Sickness management and producing monthly reports.
- To support managers with any attendance or sickness casework.
- Carrying out regular audits of the personnel files and chasing any outstanding documents across the MAT.
- To be responsible for the payroll administration process ensuring transactions are correctly recorded and following procedures to ensure accuracy and to support the preparation and checking of payroll data for all starters, leavers and variations as required
- To refer staff to Occupational Health if required; to track and make reasonable adjustments if required.
- To manage and maintain the HR data bases by adding, amending, maintaining, and refining the data to ensure personnel records are up to date
- To take an active role as required in the induction process for new staff.
- To research, support and actively advertise the Trust staff benefits schemes.
- To contribute as required in allocated project work
- Liaising with external agencies regarding cover as necessary

The above job description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

Safeguarding:

- All staff have a responsibility to ensure that all school Safeguarding Policies are adhered to, at all times and that concerns are raised, in line with School Policy.
- A commitment to attend suitable training, to support safeguarding and health and safety responsibilities within the school.
- Attendance at specific staff training sessions, or INSET days, in line with safeguarding and health and safety legislation.

Note: Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties which reasonably correspond to the general character of the post and are commensurate with its level of responsible

PERSON SPECIFICATION

| | Essential | Desirable |
|------------------------------------|---|--|
| Knowledge and Experience | <ul style="list-style-type: none"> • Previous experience of working in a fast-paced HR team, providing first level advice on HR policies and procedures, employment law and employee relations issues. • One year HR admin experience in a school setting • Ability to keep abreast of developments and changes in associated legislation/guidance | <ul style="list-style-type: none"> • Knowledge of UK Employment Law |
| Skills and Abilities | <ul style="list-style-type: none"> • Excellent organisation and communication skills. • Ability to multitask and deal with a range of incoming enquires. • Ability to show sensitivity and objectivity in dealing with confidential issues • Excellent IT skills specifically MS Office; particularly Word, Excel and Outlook. • The ability to work independently and problem solve. • Able to streamline and improve operational processes. • Highly enthusiastic with excellent communication skills. • An eye for detail and accuracy of data • Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school • Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively • Demonstrates professionalism, loyalty and integrity • A diplomatic and patient approach | <ul style="list-style-type: none"> • Ability to develop innovative ideas and solutions. • Proven experience in enhancing processes and practices; • Presentation skills • Produce HR Metrics |
| Qualifications and Training | <ul style="list-style-type: none"> • Good numeracy and literacy skills | <ul style="list-style-type: none"> • A CIPD Level 3 as minimum |