HR Administrator - Job Description and Person Specification

Job Title: HR Administrator

Key Relationships: Contact and liaison with schools in ODBST and pipeline schools as well as colleagues in the ODBST shared services team and external providers.

Job Purpose

The post holder will support the HR team in delivering an effective service to member (and prospective) ODBST schools and contribute to the delivery of the ODBST's overall aims and objectives.

Principal Accountabilities:

1. Provide administrative support to the HR team
2. Contribute to the delivery of projects and support the wider ODBST team

Duties and Responsibilities

Provide administrative support to the HR team

- Provide an efficient HR administration service for the shared services team and support schools with their HR administration as required, ensuring data is recorded accurately and in line with legislation.
- To sort and distribute incoming correspondence, maintaining the correspondence received in the HR shared inboxes.
- To ensure all correspondence received is appropriately actioned.
- To maintain effective administrative filing systems for the team.
- To produce offer letters, contracts of employment and contract changes as required.
- Ensure new starter checks are completed and support the maintenance of the single central record for the shared services team.
- Be responsible for recruitment administration for the shared services team and support schools where necessary with their recruitment processes, including posting job adverts, producing letters and sending for references.
- To assist with the recruitment interview process as required including supporting the schools to ensure the process complies with the Safer Recruitment guidelines.
- Provide effective HR support to onboard new schools into the Trust.

- Support the periodic review of ODBST employment related policies and procedures.
- Work with the HR team to support casework as required, for example note taking for HR meetings.
- Develop template documents and procedures to drive efficiency and ensure compliance with HR best practice and statutory legislation.
- To support the development of HR training materials.
- To support with inputting of staff data into the Management Information System (Bromcom).

Please note, this is a generalist HR Administrative position and the job holder should be willing to provide support in any HR admin area as required from time to time, including some administrative activities relating to payroll.

Contact with others

Internal
- The post holder is accountable on a day to day basis to the Director of HR and the HR Partner
- Members of the ODBST Shared Services team
- Staff in schools

External
- Contractors, consultants and other third-party service providers
- Oxford Diocesan Board of Education (ODBE) and Finance (ODBF) staff
- Headteachers, Governors and Business Managers from prospective schools

NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBST to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification – knowledge, skills and competencies

Qualifications:	Essential	Desirable
• GCSE Maths and English at Grade 4 or above or equivalent	✔	
Knowledge and Skills:		
• Excellent IT skills with working knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook	✔	
• Effective verbal, written and listening English language skills	✔	
• Strong organisation skills with ability to prioritise, work under pressure and meet deadlines	✔	
Experience:		
• Experience in an administrative or customer focused role	✔	
• Experience of working in Human Resources		✔
Personal aptitudes:		

• A positive outlook with the energy, drive, enthusiasm and determination to succeed	✔	
• Proactive, receptive to new ideas and adaptable to change	✔	
• Ability to work independently with minimal supervision and as a supportive member of a small team, acting flexibly to support colleagues at pressure points	✔	
• Excellent attention to detail	✔	
• Ability and drive to provide excellent customer service	✔	
• Enthusiasm and commitment to working within a growing organisation	✔	
• Ability to work within the ethos and values of ODBST	✔	
• A professional, sensitive and confidential approach to work	✔	

GENERAL INFORMATION

Remuneration	Please see the advert for details
Hours of work	25 hours per week, Monday – Friday, term time only (including INSET days).
Place of work	Based at the ODBST Office, Longwick School, Princes Risborough, HP27 9SJ Role holder will be expected to travel to ODBST schools when required. Due to the nature of the work, some non-contractual flexibility may be possible with regards to home working.
Holidays	The annual leave allowance is 24 days plus public holidays, pro-rata. Entitlement increases with service.
Pension Provision	Local Government Pension Scheme (LGPS) 2014
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	One month from employer and one month from employee, or the statutory minimum (whichever is greater).
Circumstances	Offer of appointment will be subject to enhanced DBS clearance and satisfactory safer recruitment checks.