

## JOB DESCRIPTION

<b>POST:</b>	HR Administrator
<b>GRADE:</b>	Grade 5, Points 11 - 14
<b>LOCATION:</b>	SAND Head Office plus Trust schools as and when required
<b>HOURS:</b>	30 hours, Term Time Only: 38 weeks per year plus INSET days (39 weeks)

### JOB PURPOSE

To provide excellent administrative support to assist the day to day activities of the HR Department. You will accurately input and maintain HR systems to support with the employee cycle.

### MAIN DUTIES AND RESPONSIBILITIES

- To respond to day-to-day queries from all employees
- Maintain electronic personnel records
- Manage HR documents, accurately enter information across all HR systems and maintain filing processes and internal databases.
- Prepare HR documents for new employees, throughout onboarding.
- Prepare and support the HR team with advertising and recruitment
- To ensure that all HR related administration is processed efficiently and appropriately.
- To verify Right to Work in the UK checks.
- In line with safer recruitment guidance, request and verify references from external and internal organisations
- To support monthly payroll within agreed deadlines
- Provide assistance to HR team on preparation of disciplinary/grievance letters, meeting arrangements and note taking at investigations/meetings if required.
- Provide efficient services for recruitment, new starters/leavers and contract changes.
- To maintain the Single Central Records ensuring accuracy and completeness.
- Assist with project support on an ongoing basis
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training

### GENERAL

- To maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff.
- To maintain the confidentiality of all School's records relating to staff and pupils, in line with the latest requirements of GDPR and the Freedom of Information Act.
- To participate in meetings with colleagues relative to the post.
- To undertake other tasks as reasonably requested.
- To operate IT equipment as appropriate, and keep up to date with developments in IT
- To participate in the Trust's appraisal programme.
- To represent the Trust in all areas of HR as required in a professional and business-like manner. to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- To be compliant with GDPR
- To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others

#### SAND Academies Trust

CEO: Martin Hughes

Registered in England: Company Number 11968610

Registered Office: c/o The Milestone School, Longford Lane, Gloucester, GL2 9EU - Telephone: 01452 923800 – sandmat.uk

## **SUPERVISORY RESPONSIBILITY**

None

## **SUPERVISION RECEIVED**

HR Manager, HR Advisors, HR Officer

## **PRINCIPAL CONTACTS**

Central Team, Staff, contractors and other professional groups.

## **SPECIAL CONDITIONS**

- where additional cover is required, or overtime is worked by arrangement and agreement, hours worked in excess of the contracted time will be paid on a claim basis (payable one month in arrears)
- this post is term time only including INSET days
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

## **EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

The job description allocates duties and responsibilities. It does not direct the amount of time to be spent in carrying them out and no part of it may be so construed.

The job description is not necessarily a comprehensive definition of the post, and the postholder may be required to undertake other tasks appropriate to the level of appointment as the Line Manager/Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

The postholder is expected to have professional regard for the ethos, policies and practices of the School and Trust and to maintain high standards as outlined in the Code of Conduct.

## PERSON SPECIFICATION HR Administrator

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> <li>high standards of literacy and numeracy</li> <li>proficiency in word processing experience of planning/recording and general administration</li> <li>Experience of Microsoft office, including outlook</li> <li>Previous experience of working within a HR department or function</li> <li>Previous experience of data inputting and working across different systems</li> </ul>	<ul style="list-style-type: none"> <li>experience of working in a school or special needs setting</li> <li>experience of operating a small Switchboard</li> <li>experience of working as part of a team</li> <li>working knowledge of BPS/Edupay</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>excellent communication skills accurate and methodical working</li> <li>ability to manage conflicting priorities in a busy setting and remain calm under pressure</li> <li>the ability to maintain confidentiality, and deal discreetly with sensitive or challenging situations</li> <li>the ability to respond and relate well to pupils and colleagues</li> <li>the ability to build and form good relationships with colleagues</li> <li>familiarity with GDPR/Data Protection Act</li> </ul>	<ul style="list-style-type: none"> <li>interest in the work of the school and its pupils</li> <li>the ability to understand and contribute positively to a large and complex organisation</li> <li>willingness to work flexibly and cooperatively, with a whole school approach</li> <li>knowledge/experience of a Total Communication environment</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>highly motivated, well organised enthusiastic, friendly, approachable, reliable</li> <li>ability to adapt to a changing environment</li> <li>ability to work flexibly</li> <li>commitment to safeguarding and promoting the welfare of children</li> <li>willingness to undertake training</li> </ul>	
Knowledge & values of the trust		<ul style="list-style-type: none"> <li>demonstrate a commitment to the wider work of the Trust</li> <li>the ability to identify with the Trust's values &amp; principles</li> </ul>