

JOB DESCRIPTION

Employment Details

Job Title	People Administrator
Reports to	Head of People – Operations
Salary Band	WHF NJC K4-7

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role

To provide effective and efficient administrative support to the Central People Team.

Responsibilities

- General office duties including answering the phone, directing queries, hosting visitors, scanning, photocopying and filing.
- Recruitment administration including assisting with placing adverts, reference checking, organising interviews, checking ID documents and processing new starter files.
- Assist with arranging training and producing training registers and paperwork packs where required.
- Assist with producing and sending letters to employees.
- Assist the Trust Receptionist & People Administrator with setting meeting rooms up for visitors, meetings and training appropriately.
- Covering Reception duties in the absence of the Trust Receptionist & People Administrator.
- Assist with managing shared HR Inboxes.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, 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 grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> GCSE (Grade C and above) in English & Maths (or equivalent) 	<ul style="list-style-type: none"> Administrative support qualification, or willing to work towards Level 3 CIPD qualification (or equivalent experience), or willing to work towards

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> Customer service skills and/or experience Office administration experience Microsoft Office and Outlook Good organisational skills Attention to detail Excellent communication skills 	<ul style="list-style-type: none"> Managing shared inboxes Experience of note-taking at meetings/hearings Experience of working in an educational setting Experience of HR support / administration

Specialist Knowledge

Essential	Desirable
	<ul style="list-style-type: none"> Safer recruitment training Understanding of the education system

Personal Traits

The successful candidate will have:

- Appreciates the differences between people regardless of ability or background and treats peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understands the boundaries of appropriate behaviour when working with children and young people and always acts in a way that respects these boundaries.
- Understands the principles of confidentiality and adheres to them in respect to the information available within the workplace.
- Values align with the ethos and culture of The White Horse Federation.
- Commitment to safeguarding children and young people.
- Able to build effective working relationships.