

## **JOB DESCRIPTION**

### **HUMAN RESOURCES ADMINISTRATOR**

Reporting to: HR Manager

Location: Aston Manor Academy (Secondary School)

Weeks of work: 36.5 hrs per week, all year round

Grade/salary: Grade 3, Spinal Column Points (SCPs) 9 to 22 actual salary £27,254 - £33,699pa – salary range as at 1.4.2025

Pay progression: Automatic annually

#### **Job Purpose**

To ensure the efficient operations of the Human Resources functions supporting the Human Resources Manager.

To provide a professional, efficient and effective HR administration service across the school in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.

#### **Main Duties / Responsibilities Main Purpose**

- Provide a professional, efficient, confidential and proactive HR support service
- Produce quality work that meets deadlines and is accurate and professionally presented
- Ensure compliance with HR policies and procedures and maintenance of the policy schedule
- Be the first point of contact for HR related enquires
- Deliver excellent customer service at every opportunity and manage all recruitment administration through to appointment
- Prepare offer letters, contract variation letters and contracts as required
- Process DBS checks, pre-employment medical checks, etc in line with current guidance
- Administer the Single Central Records in line with current guidance
- Prepare HR induction packs for all new starters
- Process any changes to role, grade or pay as per the agreed procedure
- Support the Human Resources Manager with payroll and pensions administration, ensuring accuracy and compliance
- Support the Human Resources Manager with the annual appraisal, performance management annual training and development, pay review administration, Human Resources Administration
- Maintain logs and monitoring for pecuniary interests, equal opportunities, ER cases, recruitment feedback, training records, probationary reviews, sickness absence monitoring, etc. and provide reports as required
- Create and maintain personnel files and update internal systems Bromcom, Inventory and other HR Systems/Databases
- Supporting with general administrative duties such as photocopying, filing, scanning and minute taking as required.
- Support the Human Resources Manager with the production of statutory returns e.g. Workforce Census, Pension Opt out/in returns
- Provide accurate and timely management information as and when required
- Support the Human Resources Manager with the production of reports for the Governing Body
- Ensure compliance with the Data Protection Act / GDPR at all times

- Provide admin support, advice and guidance with the probation process, sickness absence management, performance management also training and development
- Maintain absence records for internal and payroll purposes
- Create absence and special leave of absence monitoring reports as required to Headteachers
- Assist the Human Resources Manager in the referral of staff to occupational health as required and in the coordination of any reasonable adjustments as recommended by occupational health
- Coordinate the archiving process for recruitment and personnel files. Ensuring all files are up to date and are stored in compliance with audit and data protection requirements.

#### **Other**

- To undertake any other duties commensurate with the grade as required.
- Assist the HR Manager in any other HR related issues.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

**PERSON SPECIFICATION**  
**HUMAN RESOURCES ADMINISTRATOR**

**Method of Assessment (MOA)**

<b>AF - Application form</b>	<b>C - Certification</b>	<b>I - Interview</b>	<b>T – Test or Exercise</b>	<b>P - Presentation</b>
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<b>Criteria</b>	<b>Essential/Desirable (E/D)</b>	<b>MOA</b>
<b>Qualifications/Education</b> NB: Full regard must be given to overseas qualifications	Educated to GCSE Level A*-C or equivalent in English and Maths (E)  CIPD Level 3 Foundation Certificate in HR Practice (D)	AF/C  AF/C
<b>Experience</b> Relevant work and other experience	Experience of working in an administrative role (E)  Experience of using databases applications (E)  Experience of using HR and payroll systems (D)  HR admin experience within the education sector (D)  Experience of working in a busy HR / office environment (E)	AF/I  AF/I  AF/I  AF/I  AF/I
<b>Skills &amp; Ability</b>	Ability to work accurately and to deadlines (E)  Excellent interpersonal skills, confident individual who can communicate in a professional manner (E)  Able to work autonomously or in a team, able to use initiative (E)  Excellent IT skills: Word, Excel, Powerpoint or equivalent systems such as Teams/One Drive. (E)  Payroll administration experience within the education sector (D)  Excellent administrative skills and ability (E)  Excellent telephone manner (E)	AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I

	<p>Strong numerical skills. (E)</p> <p>Using effective verbal, written and interpersonal skills to communicate confidently at all levels, whilst maintaining good working relationships with a diverse range of people (E)</p> <p>Ability to prioritise and make decisions efficiently (E)</p> <p>Ability to maintain complete confidentiality and using tact and discretion within all situations. (E)</p>	AF/I AF/I AF/I
<b>Behaviours</b>	<p>Adaptable, accountable and dependable with a focus on accuracy and timeliness (E)</p> <p>Able to liaise using tact and diplomacy with internal/external stakeholders, particularly parents/carers, members of the Trust Board and the local community. (E)</p> <p>Ability to establish constructive relationships and communication with all staff and other agencies/professional bodies, etc (E)</p> <p>Tenacious in resolving issues of all kinds; in proactively seeking out improvement opportunities and delivery of solutions (E)</p> <p>Integrity, enthusiasm and commitment (E)</p> <p>Flexible approach to work. (E)</p> <p>A willingness to personally embrace and celebrate the ethos and values of the Trust (E)</p> <p>To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc. (E)</p> <p>A willingness to embrace and celebrate the ethos and values of the Trust (E)</p>	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_