

JOB DESCRIPTION	
JOB TITLE	HR Administrator (Central)
GRADE	APLc
REPORTS TO	Line manager/CEO
DATE	July 2026

JOB PURPOSE

To provide efficient and professional HR administrative support across our 17 schools within the Trust, ensuring accurate employee records, effective recruitment administration, compliance with safeguarding requirements, and delivery of a high-quality HR service to our schools.

The role requires a highly organised individual with excellent attention to detail, strong communication skills, and the ability to handle confidential information with discretion.

HR Administration

- Maintain accurate and up-to-date employee records, ensuring data integrity and compliance with data protection requirements.
- Provide administrative support throughout the employee lifecycle, including recruitment, onboarding, contractual changes, and leavers.
- Prepare employment documentation including contracts of employment, offer letters, amendments, and associated correspondence.
- Respond to routine HR enquiries from employees and school leaders, escalating matters as appropriate.

Recruitment and Onboarding

- Coordinate recruitment campaigns, including advertising vacancies, arranging interviews, and communicating with candidates.
- Administer pre-employment checks, references, right-to-work documentation and other safer recruitment processes.
- Liaise with hiring managers and school leaders to ensure a smooth recruitment process.

Single Central Record (SCR) and Safeguarding

- Maintain and regularly update the Trust's Single Central Record (SCR).
- Ensure all safeguarding, vetting and pre-employment checks are accurately recorded and monitored in line with Keeping Children Safe in Education (KCSIE) requirements.
- Work closely with schools to ensure compliance with safeguarding and safer recruitment procedures.
- Support internal and external safeguarding audits by providing accurate records and documentation.

Payroll and Finance Support

- Liaise closely with Finance and Payroll colleagues to ensure staffing changes are processed accurately and within deadlines.
- Submit payroll notifications relating to starters, leavers, contractual changes and absence-related adjustments.

Training and Development

- Support the administration of staff training and development activities.
- Assist in arranging Trust-wide training events and professional development opportunities.

- Ensure compliance with employment legislation, safeguarding requirements, Trust policies and best practice.
- Assist with HR projects and initiatives that support service improvement across the Trust.
- Contribute to the development and maintenance of HR processes, procedures and guidance documents.
- Support audit activities and provide HR data and reports as required.

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the line manager/CEO.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the Trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person specification:

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential

- Previous administrative experience, ideally within an HR environment.
- Excellent organisational skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to manage confidential information with discretion.
- Good working knowledge of Microsoft Office applications.
- Ability to prioritise workloads and meet deadlines.

Desirable

- Experience working within the education sector.
- Knowledge of HR processes in schools or Multi Academy Trusts.
- Experience maintaining a Single Central Record (SCR).
- Understanding of safer recruitment and safeguarding requirements.

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: