

Job Title	People Administrator
Accountable To	Senior People Officer
Accountable for	n/a
Grade	UKAT Band C

Purpose:

To provide essential administrative support to the Trust's People function, ensuring the efficient coordination of HR processes and accurate maintenance of employee records.

The postholder will support the day-to-day administration of HR and payroll activity, contributing to the smooth running of operational HR services.

Key Accountabilities

HR Administration

- Provide administrative support across the HR function, including managing HR inboxes, scheduling meetings and interviews, and issuing standard HR correspondence.
- Maintain HR filing systems and ensure employee documentation is accurately stored and maintained.

Recruitment Administration

- Support recruitment activity by arranging interviews, communicating with candidates, chasing references and assisting with the preparation of recruitment documentation.
- Maintain accurate candidate records and support onboarding administration processes.

Payroll and Data Support

- Support payroll processing by accurately inputting and uploading data as directed by the People Officer.
- Ensure employee records are accurately maintained within HR and payroll systems.

Systems and Records Management

- Maintain HR systems through accurate data entry, scanning and filing, ensuring records are complete and available for use by the People Officer and Senior People Officer.
- Support updates to employee records and assist in maintaining the integrity of HR and payroll data.

Onboarding Support

- Assist with onboarding processes by preparing documentation packs, coordinating new starter paperwork and supporting induction logistics.
- Ensure all documentation is completed, issued and stored appropriately.

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Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSEs (including English & Maths) A*-C or hold equivalent qualifications 	<ul style="list-style-type: none"> Payroll qualification (certificate) HR Level 3 CIPD qualification
Experience	<ul style="list-style-type: none"> Working effectively in an office environment Working to tight deadlines or in a busy role 	<ul style="list-style-type: none"> Working in a school environment Use of school based MIS Use of HR database Working in a HR role
Knowledge & skills	<ul style="list-style-type: none"> Well-developed ICT skills Positive demeanour and solutions focused approach Ability to plan, organise and meet deadlines Attention to detail and ability to work without direct supervision Ability to be discreet and maintain confidentiality Ability to deal sensitively with employees Have a flexible and 'can-do' approach to work Ability to work under pressure and manage own workload Excellent verbal and written communication skills Ability to work on own initiative and as part of a wider team Professional and calm manner 	

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