

HR ADMINISTRATOR

RESPONSIBLE TO:	HR Manager
GRADE:	L4
CONDITIONS:	25 hours per week , 39 weeks per year (Term time plus 5 training days)
PURPOSE OF POST:	To provide a range of administrative duties to ensure that a comprehensive HR support service is provided to the Trust. This is a key post within the Trust which requires dedication and a highly efficient and responsible approach. You will work within a team of dedicated HR professionals but will have overall responsibility of HR administrative processes within the school you work in.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES

1. Administer all procedures in relation to Personnel, completing documentation for personnel and payroll sections i.e. New Starter forms, Job Descriptions, pensions, for starters, leavers and variations, securing authorisation from the HR Manager as necessary. Review and update Policy Documents as and when required. Undertake procedures with relation to sickness, recompense and training.
2. Reporting to the HR Manager to ensure they are kept informed of staff near to or reaching sickness triggers, on-going health issues, necessary adjustments to duties or any other relevant information.
3. To provide confidential, personal and administrative support to the HR Manager.
4. To maintain confidential files to ensure that the HR Manager has access to the most up-to-date information.
5. Administration of all Timesheets ensuring sent to LBC with in set deadlines
6. Administer the school's recruitment, selection and appointment process in liaison with the HR Manager.
7. Administer the systems for the completion of all pre-employment checks for new employees, volunteers, contractors and supply staff where appropriate,

and monitor compliance. Completing sponsorship forms for overseas teachers. Keeping the Safer Recruitment Spreadsheet up to date.

8. Ensure the compilation of returns and records required by Luton Borough Council, the DfES and external agencies. Attending meetings to keep up to date with policies.
9. liaising with LA personnel on staffing matters under the direction of the HR Manager
10. Maintain associated files, records and documentation as requested.

DIMENSIONS:

Supervisory Management: None

Financial Resources:

Physical Resources: Office equipment

Other:

Physical Effort:

Working Environment:

CONTEXT: All support staff are part of a whole Trust team. They are required to support the values and ethos of the Trust and Trust priorities as defined in the Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from Direct.gov.uk

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service .

'CVs will not be accepted for any posts based in schools.'

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of undertaking administrative work. Previous experience of working in a role involving some form of HR responsibility.	1,2	Able to use Microsoft Office suite. Experience of working in a school environment.	1,2 1,2 1,2
Skills/Abilities	Able to use word processing, spreadsheets, database packages and e-mail. Able to develop constructive working relationships with others. Demonstrable communications skills able to receive and give accurate information to a wide range of people inside and outside of school. Able to plan and organise workloads to meet conflicting work demands and deadlines. Able to write straight forward reports and read and comprehend complex written information. Able to work on own initiative within school policy and procedure. Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5 1,2 1,2 1,2 1,2,5 1,2 1,2 1,2,5		
Competencies	Able to form appropriate relationships with young people	1,2		
Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		

Specialist Knowledge	Knowledge of a range of IT software, e.g. spreadsheets and databases.	1,2	Some knowledge of SIMS systems.	1,2
Education and Training	Willing to undertake training and development activities.	1,2		1,2,4
Other Requirements	Willingness to adjust working arrangements to meet day to day service demands.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure Chiltern Learning Trusts policies are reflected in all aspects of his/her work, in particular those relating to;

- I. Equal Opportunities
- II. Health and Safety
- III. Data Protection Act (1984 & 1998).

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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