



Job description: HR Administrator

Location	Home based, with travel across the Trust as required
Contract term	Temporary 12 month FTC (Maternity Cover)
Full time/term time	Full Time
Pay range	NJC 11-15 £28,142 -£30,024
Reporting to	Trust HR Manager

Core purpose

To contribute to a comprehensive HR service across Anthem Schools Trust which supports the People Strategy and overall Trust strategic plan, and lives the values of the Trust: integrity, excellence, and collaboration.

To work as part of the Human Resources team in providing a professional, high quality and timely, customer focused, Human Resource service, by providing administration support to the Human Resources department. Responsible for providing an efficient, timely, comprehensive, and confidential administration support for all aspects of the HR function.

This is a key role within our HR function as you will administer most of the key HR processes including starters and leavers. You will also be the first line support to managers and colleagues with HR admin or policy queries escalating these where necessary. You will be responsible for a variety of HR administration duties and will have sound knowledge of Human Resources processes and be familiar with using HR software and tools.

To deal with routine HR enquiries while accurately maintaining employee files and systems ensuring documents, records and databases are up to date and managed in an accurate and systematic manner adhering to Information Governance principles and Data Protection guidelines.

Main duties and responsibilities

- Be the first point of contact for HR administration matters. Delivering a professional, efficient and excellent customer focussed service at all times.
- Use HR & Recruitment systems confidently dealing with issue resolution and giving guidance to colleagues in the relevant systems as and when required.



- Provide colleague lifecycle administrative support to colleagues across the business. This will include starters, leavers, probations, and references (new starters and external) etc. This list is not exhaustive.
- Process contract variations, timesheets and other monthly payroll data in line with payroll deadlines.
- Manage the complete recruitment and onboarding process new starter process for your assigned schools, to include;
 - Assisting recruiting managers with the recruitment process including researching costs of advertising, advertising roles on our online recruitment module, arranging interviews and collating responses
 - Produce documentation, such as offers, contracts and induction packs
 - Update and maintain the relevant systems and trackers ensuring accuracy and confidentiality
 - Processing DBS applications
 - Ensure new starter documentation is completed in line with Ofsted requirements
- Create internal and external correspondence ensuring spelling, grammar and presentation is of a high standard.
- Work collaboratively within the HR Ops team, broader HR team including Payroll, IT and other central teams.
- To adhere to Anthem’s vision and mission and to demonstrate our core values of integrity, excellence and collaboration in performing the essential duties and responsibilities of your job
- Contribute to team planning and reflect on your own and team’s performance and areas for improvement
- Update and review administration processes and methods of working to increase efficiency and effectiveness of the department and upon approval, implement changes.
- To carry out ad-hoc duties as and when required and be flexible to cover and/or support wider HR team where required.
- To ensure that all hardcopy and electronic personnel records are maintained, updated and accurate in line with the Company Data Protection policy and GDPR.
- Minute taking in HR related meetings when required.
- Any other duties reasonably requested by the Director of People.

Person specification: HR Administrator

Qualifications, training, and skills <i>Evidenced through: Application</i>	Essential	Desirable
GCSE level qualifications to include Maths, English and ICT based qualifications (preferable) or, Office Administrative qualification to NVQ II or equivalent, e.g. NVQ II Business Administration	<input type="checkbox"/>	
CIPD Level 3		<input type="checkbox"/>
Customer service experience	<input type="checkbox"/>	

Proficient in the use of Microsoft Office applications – Word, Excel, PowerPoint etc.	<input type="checkbox"/>	
Accurate and methodical in approach	<input type="checkbox"/>	
Good communicator, written and verbally, with high levels of accuracy, and an attention to detail.	<input type="checkbox"/>	
Excellent IT skills and a strong knowledge of HR systems.	<input type="checkbox"/>	
Experience of working independently and as part of a team and able to demonstrate the ability to build effective working relationships.	<input type="checkbox"/>	
Flexibility in relation to problem solving and duties and in relation to the willingness to learn.	<input type="checkbox"/>	

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Experience in an office environment is essential, preferably in HR related position.	<input type="checkbox"/>	
You will need to demonstrate working knowledge of HR processes and procedures	<input type="checkbox"/>	
Experience with the recruitment process would be an advantage.		<input type="checkbox"/>
A sound understanding of the work of a HR department and an appreciation of how its operation fits into the organisation.	<input type="checkbox"/>	
Developing and maintaining administrative procedures, such as filing, databases etc.	<input type="checkbox"/>	
The following skills would be preferable or a willingness to learn; <ul style="list-style-type: none"> o Safeguarding and child protection relevant to HR work o Web based HR management systems o Data protection in relation to colleague records and data 		<input type="checkbox"/>

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable



The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	<input type="checkbox"/>	
Integrity and sound judgement, demonstrating high levels of confidentiality	<input type="checkbox"/>	
Sympathetic to the moral purpose and vision of Anthem, as well as our core values	<input type="checkbox"/>	
Capacity for and commitment to own personal development	<input type="checkbox"/>	
Tact and diplomacy skills.	<input type="checkbox"/>	
Ability to understand safeguarding requirements and conform to these	<input type="checkbox"/>	

Professional Knowledge and Understanding <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Current HR issues, including national policies, priorities, and legislation		<input type="checkbox"/>