



EQUITAS
ACADEMIES TRUST



JOB DESCRIPTION

Job Title:	Human Resource Administrator
Grade:	Grade 3, Point 9-22 (£27,254 - £33,696) FTE (£24,356.80 - £30,113.99) ACTUAL
Hours:	37 hours per week
Contract:	Permanent, Term Time Only (+2 Weeks)
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	People & Culture Manager
Liaison with:	All Teaching and Non-teaching Staff, Administration Team, Senior Leadership Team, Students, Parents / Carers, Trustee, Governors and External visitors

Location:

ASTON MANOR ACADEMY, PHILLIPS STREET, BIRMINGHAM, B6 4PZ

Job Purpose:

To support the effective delivery of Human Resources and Payroll services across the Trust, ensuring accuracy, efficiency, and compliance with all relevant policies and procedures. The role has arisen due an internal promotion of the current HR Administrator.

As our HR Administrator, you will play a key role in supporting the day-to-day operations and ongoing development of our HR and Payroll functions. This will include maintaining accurate employee records, processing payroll activities, and providing administrative support to staff and leadership. You will contribute to a professional and well-organised service that supports staff throughout their employment lifecycle, helping to ensure they are informed, supported, and paid accurately and on time. The role will involve a range of administrative responsibilities, alongside opportunities to contribute to process improvements and the smooth running of HR systems. Working within a fast-paced environment, you will be expected to use your own initiative, manage competing priorities, and work collaboratively with colleagues to provide a responsive and supportive service.

Key Responsibilities

The successful applicant will work within the HR Office alongside the People & Culture Manager. As our HR Administrator you will be involved in a wide variety of administrative and confidential tasks as well as working alongside Senior Leadership Team, where applicable.

You will:

- Provide a professional, efficient, and confidential HR support service, taking a proactive approach to supporting staff and managers



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- Produce high-quality work that is accurate, well-presented, and delivered within agreed deadlines
- Support the consistent application of HR policies and procedures, ensuring compliance at all times
- Act as a welcoming and helpful first point of contact for all HR-related enquiries
- Deliver a high standard of customer service, supporting all aspects of recruitment administration through to appointment
- Prepare offer letters, contracts, and variation letters in a timely and accurate manner
- Process pre-employment checks, including DBS and medical clearances, in line with current guidance
- Maintain the Single Central Record (SCR), ensuring it is accurate, up to date, and compliant
- Prepare and coordinate HR induction packs to support a smooth onboarding experience for new starters
- Process changes to employee roles, grades, and pay in line with agreed procedures
- Support payroll and pensions administration, working closely with the Human Resources Manager to ensure accuracy and compliance
- Support payroll new starter administration (processing new starters, leavers and any other payroll changes)
- Assist with probationary periods, appraisals, performance management, training and development, and pay review administration
- Maintain accurate logs and monitoring systems (e.g. equal opportunities, training, probation, sickness absence), and provide reports when required
- Create and maintain organised personnel files, ensuring internal systems (such as HR databases) are kept up to date
- Maintain BROMCOM in line with all necessary HR responsibilities (new starters, leavers, absence records)
- Provide general administrative support, including photocopying, filing, scanning, and minute taking as needed
- Assist with the preparation of statutory returns, such as the Workforce Census and pension submissions
- Provide clear, accurate, and timely management information when required
- Support the preparation of reports for the Governing Body
- Handle all information in line with Data Protection and GDPR requirements, maintaining strict confidentiality
- Provide administrative support and guidance across key HR processes, including probation, absence management, performance, and development
- Maintain accurate absence records for both internal monitoring and payroll purposes
- Prepare absence and leave reports to support Headteachers in monitoring staff wellbeing and attendance
- Support referrals to occupational health and assist in coordinating any recommended reasonable adjustments
- Coordinate the archiving of recruitment and personnel files, ensuring records are complete, up to date, and stored in line with audit and data protection requirements



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Safeguarding and Data Protection

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.

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture across the Trust, ensuring all new starters complete the required statutory training.

Staffing

- To monitor and maintain standards of performance through line management of staff including staff in adherence with Equitas policies and procedures.
- To demonstrate a positive working style with a committed and flexible attitude. Promote the importance and benefits of effective team working and well-being.
- To work closely with the Headteachers to proactively manage and mitigate any staffing issues.

Additional conditions

- Take on any additional responsibilities which might from time to time be determined.
- The ability to work outside of the usual working day should the need arise.
- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The HR Administrator will be expected to undertake any appropriate training provided by Equitas to assist them in carrying out any of the above duties.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of The Trust.
- Observance of Equal Opportunities, Confidentiality, Health & Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any other failure to do so may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with Trust policies and abide by them.



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An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.



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PERSON SPECIFICATION: Human Resource Administrator

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA		M.O.A.
EDUCATION/ QUALIFICATION	- Education to GCSE Level A*-C or equivalent in English and Maths - CIPD Level 3 qualification (desirable)	AF/I AF/I
EXPERIENCE (Relevant work and other experience)	- Experience of working in an administrative role - Experience of working within an education setting (desirable) - Experience of using databases applications - Experience of using HR & Payroll systems, such as iTrent, BROMCOM, My New Term (<i>desirable</i>) - A sound approach to working in a busy HR office / environment	AF/I AF/I AF/I AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	- Ability to follow instructions and complete tasks - Ability to work accurately and to deadlines - Able to use own initiative - Able to communicate effectively in spoken or written form - Well organised - Excellent interpersonal skills and able to communicate confidently - Excellent telephone manner - Able to use ICT – word processing, emails, internet, social media - Strong numerical skills - Using effective verbal, written and interpersonal skills to communicate confidently at all levels, whilst maintaining good working relationships with a diverse range of people - Ability to prioritise and make decisions efficiently - Ability to maintain complete confidentiality and using tact and discretion within all situations	AF/I/T AF/I AF/I /T AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I



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BEHAVIOUS	• Adaptable, accountable and dependable with a focus on accuracy and timeliness • Able to liaise using tact and diplomacy with internal/external stakeholders, particularly parents/carers, members of the Trust Board and the local community. • Ability to establish constructive relationships and communication with all staff and other agencies/professional bodies, etc • Tenacious in resolving issues of all kinds; in proactively seeking out improvement opportunities and delivery of solutions • Integrity, enthusiasm and commitment • Flexible approach to work. • A willingness to personally embrace and celebrate the ethos and values of the Trust • To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc. • A willingness to embrace and celebrate the ethos and values of the Trust	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Willingness to participate in further training and development opportunities offered by the school/Partnership	AF/I
OTHER	Ability to demonstrate commitment to Equal Opportunities	AF/I
CONTRA INDICATION	Positive Disclosure relating to young people or vulnerable adults	AF/I