



Job Description

Trust HR Administrator

Grade 5

Contract: Full-time, all year round

Reporting to: HR Manager / Senior HR Business Partner

Location: HR Trust Office and across trust schools

Main Purpose of Role

To deliver consistent, high-quality HR administration across the Trust by managing core people processes, systems and compliance activity. The role plays a key part in ensuring that recruitment, onboarding, contractual changes and workforce data are delivered accurately, efficiently and in line with Trust standards.

Working as part of a central HR function, the postholder will coordinate repeatable HR processes, maintain the integrity of HR systems and provide a reliable, professional service to schools. The role requires a high level of organisation, attention to detail and discretion when handling sensitive employee and safeguarding information.

Key Responsibilities

1. Recruitment & Onboarding

- Prepare offer letters, contracts and pre-employment checks in accordance with safer recruitment.
- Complete DBS checks and verify right-to-work documentation.
- Maintain onboarding documentation and ensure all new starters receive a high-quality induction pack.

2. HR Records & Data Management

- Take day-to-day operational responsibility for the Trust's HR Information System (HRIS), ensuring it provides an accurate record of all employee data and supports consistent, scalable people processes across the Trust.
- Own data accuracy and integrity across the Trust, maintaining high standards of data governance to support workforce planning, reporting and informed decision-making.
- Manage HR workflows within the HRIS, including starters, leavers, contractual changes, pay updates and absence management, ensuring processes are applied consistently and accurately across schools and central teams.
- Support the implementation, development and ongoing optimisation of HR systems, contributing to system roll-out, configuration and testing

- Produce and develop regular and workforce reports, providing meaningful and timely HR data to support the HR team and senior leaders.
- Ensure GDPR compliance across all personnel files and protect sensitive information in line with statutory obligations.

3. Employee Relations & Support

- Provide administrative and coordination support to the central HR team during employee relations casework, including sickness absence, disciplinary and capability processes, ensuring documentation and records are accurate, complete and up to date.
- Administer the practical arrangements for formal meetings and hearings, including preparing documentation packs, scheduling meetings, attending to take accurate notes, and tracking agreed follow-up actions.
- Maintain clear and well-organised employee relations records, ensuring all case documentation is filed correctly and handled with professionalism and strict confidentiality.
- Administer HR processes in line with Trust policy, including monitoring data, producing standard reports, issuing template correspondence as instructed, and coordinating meetings.

4. Compliance & Policy Administration

- Ensure compliance with safeguarding, single central record updates and mandatory training.
- Track probationary periods and issue relevant correspondence and documentation.
- Support adherence to Trust HR policies and procedures, escalating concerns where appropriate.
- To assist the HR team in providing an efficient, proactive, and comprehensive HR administration service across the MAT and work within the HR processes agreed across the Trust. The postholder will also serve as the first point of contact for all schools, troubleshooting issues and delivering a professional, accurate, effective, and confidential HR administrative service.

Duties may vary to meet the needs of the Trust and schools. The postholder may be required to undertake additional tasks that are suitable for the level and nature of the role.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Person Specification

Trust HR Administrator

Grade 5

Attributes	Essential/ Desirable	How Assessed
Qualifications, Experience and Knowledge		
CIPD Level 3 qualification, or willingness to work towards it	Desirable	Application / Interview
Experience in HR administration or school administration	Essential	Application
Knowledge of HR processes, including recruitment and compliance	Essential	Application / Interview
Experience working in a MAT or school environment	Desirable	Application
Experience supporting safer recruitment and knowledge of KCSIE	Desirable	Application / Interview
Experience of school systems such as SIMS	Desirable	Application
Knowledge of School Teachers' Pay and Conditions (Burgundy Book) and NJC (Green Book)	Desirable	Application / Interview
Core Skills and Responsibilities		
Strong attention to detail and ability to manage confidential information accurately	Essential	Application / Interview
Excellent written and verbal communication skills	Essential	Application / Interview
Excellent IT skills, particularly HR systems and Microsoft Office	Essential	Application / Interview
Ability to prioritise and manage a varied workload, including working across multiple sites	Essential	Application / Interview
Experience of multitasking within a complex and demanding role	Essential	Application / Interview
Ability to use initiative to respond promptly and effectively to emerging issues	Essential	Interview
Behaviour and Values		
Commitment to supporting the aims and ethos of the Trust	Essential	Application / Interview
Willingness to adhere to all Trust and school policies	Essential	Application
Ability to maintain complete confidentiality and discretion, demonstrating sound judgement and a calm approach	Essential	Application / Interview
Ability to work co-operatively and effectively as part of a team	Essential	Interview
Willingness to engage actively in professional learning, development and training as agreed	Essential	Interview