

JOB DESCRIPTION

Job Title	People Administrator
Job Type	1 year fixed term contract (in the first instance)
Job Hours	36 hours a week x All year round
Pay Grade/scale	OUTL4 (7-10) - £30,285.07 - £31,610.16
Location	Newbridge Academy
Responsible to	Director of People

RESPONSIBLE FOR: SUPPORT THE DELIVERY OF A PROFESSIONAL HIGH QUALITY AND EFFICIENT PEOPLE SERVICE.

JOB PURPOSE

1. To provide a full range of administrative, recruitment, onboarding, employment, payroll and pension-related tasks.
2. Acting as the first point of contact for staff members with employee queries, responding in the most appropriate and timely manner, providing accurate information
3. Maintain compliance and effective use of employee records, documents, HRIS and other software.

DUTIES AND RESPONSIBILITIES

- Recruitment and selection administration including advertisement, scheduling interviews, preparing offer letters, and onboarding new starters
- Liaise with school staff and external partners via written communication, face to face and electronic communications
- Process forms, returns etc
- Preparing contract paperwork for employees.
- Supporting absence management and payroll processes
- Ensure that records, processes and procedures are effectively maintained
- Data input into HR systems e.g. SAM People, My New Term and Arbor
- Ensure that the HR Management Information System is accurately maintained
- Support the preparation and submission of the Workforce Census and other returns as required
- Undertake filing, photocopying and scanning as required
- Collate, input and evaluate data as required for People reports
- Ensure the Single Central Record is continuously updated in an accurate manner, in line with staff/contractors/visitors and volunteers entering and leaving Trust schools.
- Support with the implementation and maintenance of People policies and procedures.
- Maintain electronic filing systems in line with data protection requirements.
- Contribute to the planning and development of People administrative procedures and systems.
- Support with absence management processes under instruction and guidance from the Director of People/People Operations Manager.
- Assist with producing People marketing and promotion material for the school including social media and websites.
- Assist with admin of Occupational health referrals and staff wellbeing programme.
- Assist with the admin of appraisal systems across the Trust

AS REQUIRED

- Promote effective, open and honest working relationships with all colleagues and stakeholders.
- Act in such a way that at all times the health, well-being of students and vulnerable adults is safeguarded.
- Be familiar and actively champion and promote the Safeguarding policies of the Trust, and completing all essential/ mandatory training in this area.
- Process confidential and sensitive data with a high level of accuracy.
- Comply with the Trust support services, procedures and policies relating to child protection, health and safety, confidentiality and data protection.
- To be responsible for your own continuing self-development, undertaking training as appropriate.

OTHER

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults
- Willingness to undergo enhanced DBS checks and provide references
- Commitment to equality, diversity, and inclusion
- Promote the vision, aims and values of the school and in doing so support its leadership
- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate persons
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- To participate in Continuing Professional Development relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- Any other reasonable duties as directed by the Director of People.
- These responsibilities may be varied from time to time to meet the changing needs of the Trust, but any changes will not alter the general character of the post nor the level of responsibility.

SAFEGUARDING

The Trust is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks from previous employers.

HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with the Trust policies on health and safety.