

Job Title	People Administrator
Accountable To	Head of People (operational direction provided by People Officers)
Accountable for	n/a
Grade	Apprentice

Purpose:

To provide effective administrative support to the Trust's People function, ensuring accurate coordination of HR processes, maintenance of employee records and delivery of a high-quality service to employees and managers.

The postholder will support the People Officers in delivering operational HR services, contributing to efficient administration of recruitment, payroll, employee records, onboarding and workforce processes.

Key Accountabilities

HR Administration

- Provide administrative support across the People function, including managing HR inboxes, scheduling meetings, preparing correspondence and maintaining HR records.
- Maintain accurate electronic and physical employee records in line with information governance requirements.
- Support the People Team by ensuring documentation is complete, accurate, and appropriately stored.

Recruitment Administration

- Support recruitment activity by coordinating interviews, communicating with candidates, requesting references, and preparing recruitment documentation.
- Maintain accurate recruitment records and support onboarding administration processes.
- Support completion and recording of pre-employment checks as directed by the People Officers.

Payroll and Data Support

- Support payroll processes through accurate input of employee information and administrative changes.
- Maintain accurate employee records within HR systems.
- Support routine data checking and reporting activity.

Systems and Records Management

- Support maintenance of HR systems through accurate data entry and record management.
- Assist with maintaining compliance documentation, including DBS and pre-employment records.
- Escalate missing information or discrepancies to the relevant People Officer.

Team Support

- Work collaboratively with People Officers to support the delivery of an effective People service.
- Prioritise administrative tasks in line with agreed direction and deadlines.
- Contribute to continuous improvement of HR administration processes.

The University of Kent Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check.

Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSEs (including English & Maths) A*-C or hold equivalent qualifications 	
Experience	<ul style="list-style-type: none"> Working effectively in an office environment Working to tight deadlines or in a busy role 	<ul style="list-style-type: none"> Working in a school environment Use of school based MIS Use of HR database Working in a HR role
Knowledge & skills	<ul style="list-style-type: none"> Well-developed ICT skills Positive demeanour and solutions focused approach Ability to plan, organise and meet deadlines Attention to detail and ability to work without direct supervision Ability to be discreet and maintain confidentiality Ability to deal sensitively with employees Have a flexible and 'can-do' approach to work Ability to work under pressure and manage own workload Excellent verbal and written communication skills Ability to work on own initiative and as part of a wider team Professional and calm manner 	

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