

**Contract:** Part-time – 21 Hours per Week, all year round

**Reporting to:** HR Operations Manager

**Location:** Parrs Wood High School

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### **Purpose of Role**

The HR Administrator provides a high-quality, efficient and professional HR administration service within the school, ensuring that people processes are delivered accurately, consistently and in accordance with Trust policies and statutory requirements.

Working closely with the HR Operations Manager and Trust Recruitment Lead, the postholder will coordinate recruitment administration, maintain workforce records, support payroll processes, ensure compliance with safer recruitment requirements and provide day-to-day administrative support across the employee lifecycle.

The role plays an important part in ensuring colleagues receive an efficient HR service whilst enabling the HR Operations Manager to focus on operational HR support and employee relations.

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### **Key Responsibilities**

#### **1. Recruitment & Onboarding**

- Coordinate recruitment administration within the school, working closely with the Trust Recruitment Lead to ensure vacancies are progressed efficiently and in accordance with Trust procedures.
- Prepare recruitment documentation, arrange interviews and communicate with candidates throughout the recruitment process.
- Produce contracts of employment, offer letters and associated employment documentation using Trust templates.
- Complete all pre-employment checks, including references, DBS applications, right to work checks, qualification verification and safeguarding requirements.
- Ensure all safer recruitment documentation is completed accurately before employment commences.

- Coordinate induction arrangements and ensure all new starters receive the information and documentation required.

## **2. HR Administration**

- Maintain accurate employee records and HR systems, ensuring information is kept up to date and managed in accordance with GDPR requirements.
- Process contractual changes including starters, leavers, contractual amendments, maternity, flexible working and other employment changes.
- Produce routine HR correspondence using Trust templates.
- Support the administration of probation processes, issuing reminders and preparing documentation for review meetings.
- Maintain records relating to fixed-term contracts and other contractual review dates.

## **3. Payroll Administration**

- Prepare payroll documentation and submit payroll changes within agreed timescales.
- Process contractual variations, additional payments, salary amendments and leavers.
- Liaise with the Trust payroll provider regarding routine payroll administration.
- Maintain accurate payroll records and supporting documentation.

## **4. Compliance**

- Maintain the school's Single Central Record, ensuring all statutory safeguarding and employment checks are accurately recorded.
- Monitor mandatory training, probation reviews and employment checks, following up outstanding actions where appropriate.
- Support compliance with Trust HR policies, safer recruitment requirements and employment procedures.
- Prepare documentation and information required for internal and external audits.

- Act as the first point of contact for routine HR enquiries, responding where appropriate and referring more complex matters to the HR Operations Manager.
- Provide administrative support for employee relations processes, including arranging meetings, preparing documentation and maintaining confidential records.
- Produce routine workforce information and reports as required.
- Support the HR Operations Manager with the implementation of Trust HR processes within the school.

### **General Responsibilities**

- Develop positive working relationships with colleagues across the school and wider Trust.
- Maintain confidentiality when handling sensitive employee information.
- Demonstrate a commitment to equality, diversity and inclusion.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Undertake any other duties commensurate with the grade and nature of the post.

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**  
**HR Administrator**  
**Grade 4**

## Qualifications

### Essential

- Good IT skills, including Microsoft Office applications.

### Desirable

- CIPD Level 3 qualification or willingness to work towards.
- Business Administration qualification or equivalent.

## Knowledge & Experience

### Essential

- Experience of working in an administrative role.
- Experience of maintaining accurate records and handling confidential information.
- Excellent organisational and administrative skills.
- Experience of using Microsoft Office applications.
- Ability to prioritise work and meet deadlines.

### Desirable

- Experience of HR administration.
- Experience of working within a school or multi-academy trust.
- Experience of recruitment administration.
- Experience of payroll administration.
- Experience of maintaining HR or personnel systems.
- Knowledge of safer recruitment requirements.

## Skills & Behaviours

- Excellent organisational skills with strong attention to detail.
- Able to manage competing priorities and work accurately under pressure.
- Professional, approachable and customer focused.
- Maintains confidentiality and demonstrates discretion.
- Communicates clearly and effectively, both verbally and in writing.
- Uses initiative whilst recognising when matters should be referred to the HR Operations Manager or Trust Recruitment Lead.

- Works collaboratively and builds positive relationships with colleagues.
- Demonstrates a commitment to continuous improvement.
- Demonstrates the Trust's values of Care, Excellence and Respect.

### Working Arrangements

The postholder will be based at Parrs Wood High School, providing on-site HR administrative support to the school. The role forms part of the Trust's wider People Team and reports operationally to the HR Operations Manager. Whilst primarily based within one school, the postholder will work collaboratively with colleagues across the Trust, including the Trust Recruitment Lead and wider People Team, to ensure a consistent and high-quality HR service.