

## **Job Description**

### **People Services Administrator**

**Job Title:** People Services Administrator

**Location:** Hybrid working from our Central Office in Ely

**Reporting to:** People Services Lead

#### **Main Responsibilities:**

To assist our People team and colleagues across the Trust by providing general day-to-day HR Support. To be involved in HR related projects to help us achieve the objectives set out in our People Strategy.

#### **HR Support**

- Ensure our office staff within the Academies are supported with advice on processing absences, variances, starters and leavers appropriately.
- Generate Contracts of Employment and supporting documentation to ensure that any staffing movements within our central team and Academy SLTs are processed effectively.
- Input absences into the portal for holiday, sick leave, maternity etc. for all central team employees and Headteachers as and when required.
- Have good knowledge of our recruitment and onboarding processes including all onboarding to support both our Recruitment and Events Manager and our Recruitment Administrator.
- Take responsibility for ensuring knowledge on associated statutory requirements and advice regarding pre-employment checks is up to date and applied.
- Process key data in relation to leavers, liaising with LPGS, CWPS or TPS where applicable and ensuring return of Trust property.
- Ensure that staff are encouraged to complete exit interviews and arrange for regular reporting on trends associated with feedback.
- Provide administrative support to the People team which includes arranging key meetings and notetaking as and when required.
- Support with the team to retrieve relevant data to assist in evidence-based decision making, which includes collating absence and turnover stats.

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#### **DEMAT Office Address:**

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

### **Safer Recruitment support for our Trust**

- Support the Single Central Record process for our academies via checking and monitoring the schools' records to support the Recruitment Administrator.
- Work closely with our academies to ensure Single Central Records (SCRs) are up to date and staff feel confident to support the ongoing maintenance of the records.
- Provide advice to our staff on effectively maintaining Academy employee files.

### **General HR Administration**

- Monitor the HR email account, responding to queries where possible or forwarding to a relevant member of the team if the matter is more complex.
- Generating correspondence for line managers within the central team to issue to employees including salary review letters, contractual change letters and other letters associated with procedural matters, in a timely and efficient manner and ensuring where appropriate, changes are communicated to payroll.
- Input variances for the central team and support the team with ensuring payroll checks are undertaken on an ad hoc basis.
- Provide office support if our Academies require it due to critical incidents.
- Maintain and update the annual leave tracker for the central team, ensuring all requests are logged accurately, monitoring annual leave balances and flagging any discrepancies.
- Process employee expenses, ensuring all claims are complete and supported by appropriate documentation.

### **HR Projects/Key Activities**

- Support with HR projects on behalf of the People team as required.
- Support the People team to deliver statutory arrangements such as workforce census and key annual reporting.

### **General**

- Support the team in the delivery of its objectives, demonstrating a 'can do' attitude and willingness to take ownership of tasks and some processes.
- Maintaining an awareness of HR best practice at all times. This will be achieved through reading Trust HR guidance and protocols, advice notes and employment law updates, watching HR webinars and, where possible, shadowing HR colleagues.
- Take accurate and comprehensive notes during meetings, including disciplinary hearings, ensuring a clear and confidential record of discussions and outcomes.
- Provide payroll support during peak periods in the academic year, assisting with data entry, checks, and processing to ensure timely and accurate payroll delivery.

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The main duties and responsibilities are not intended to be exhaustive. Job descriptions are reviewed annually. The post involves travel to schools and on occasion the need to work outside of normal working hours.

**Terms and conditions**

All appointments for DEMAT are subject to two satisfactory references, DBS (Disclosure and Barring Service) clearance and where the role requires, a disqualification by association and section 128 check, proof of identity and eligibility for right to work in the UK, completion of a medical questionnaire and proof of qualifications.


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Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX



## Person Specification

Qualifications	Essential	Desirable
Education to at least GCSE standard, including English and Maths	✓	
Experience		
Previous experience of working in an office environment	✓	
Previous experience in a HR Administrative role		✓
Ability to work as part of a team	✓	
Skills, Attributes and Knowledge		
Strong written and verbal communication skills	✓	
Demonstrate the ability to manage conflicting priorities, a demanding workload and tight deadlines	✓	
Excellent organisational/time management skills with evidence of ability to prioritise a busy workload	✓	
Willingness to take responsibility for tasks and plan to achieve a target.	✓	
Excellent IT skills and knowledge of Microsoft and database/systems	✓	
Appreciation of absolute confidentiality of information at all times	✓	
High level of attention to detail and high level of accuracy	✓	
Personal Qualities		
Resilience working to tight deadlines	✓	
Flexibility with hours and occasional travel (agreed in advance)		✓
Integrity, trustworthy, honest and open	✓	
Demonstrate a keenness to learn and take direction	✓	
Excellent relationship building/interpersonal skills	✓	

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