

Job Description: Human Resources Administrator

Responsible to:	HR Business Partner
Job Type:	Permanent
Grade:	6
Hours per week:	37
Working weeks:	38 (Term time) plus 2 weeks
Location	King Alfred's ⁽¹⁾

Main Purpose and Scope of the Job

- To provide timely, accurate and confidential administrative support to the HR functions at the school.
- To provide recruitment administration in accordance with safeguarding policies and procedures including maintenance of the SCR.
- Be of a positive nature striving to ensure a first-class service to all stakeholders. Ensuring all internal and external communications are accurate, timely and in keeping with the ethos of the school.
- Deliver a seamless HR administration service with discretion and confidentiality
- Provide support to the teachers and support staff within the Trust as required on routine matters.
- Ensure the confidentiality of all HR matters across the Trust.

Duties and Key Responsibilities

HR Administration

- Administration and processing of colleague information, including, but not limited to; accurate data input into internal systems, on boarding new starters, contract changes, salary changes, and off boarding leavers.
- Monitor, maintain and update in-house databases and staff records.
- Work diligently with internal systems, such as EduPay payroll system, to ensure that all data inputting tasks are carried out in an accurate, timely and consistent manner, ensuring that all people changes are processed within payroll deadlines.
- Support the administration of all staff absence in line with the Managing Sickness Absence Policy; capture self cert forms/fit for work notes/return to work forms and track absence data, supporting Line Managers with meetings and associated paperwork.
- Administer the maintenance of the school Single Central Record (SCR) ensuring compliance with changes to legislation and Ofsted requirements.

¹ Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

- Ensure employee data and records are secure, accurate, up-to date and fully compliant with GDPR legislation and retention guidelines.
- Actively support continuing professional development.

Recruitment

- Administer the recruitment processes through the MyNewTerm applicant tracking system, including writing and posting adverts, scheduling, and booking interviews, liaising with candidates and producing recruitment packs. Following safer recruitment guidelines and employment checks to include Barred List checks, Disclosure and Barring Service (DBS), Asylum and Immigration, Right to Work in the UK, Teacher Status checks.
- Ensure pre-employment documents are prepared, dispatched and processed and on boarding processes completed including the collection and recording of essential documentation.
- Support the coordination of the staff induction process.

General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Qualities	Essential/Desirable	
Specification (Job Related)	Essential	Desirable
Education, Qualifications and Professional Development	<ul style="list-style-type: none"> Educated to GCSE A-C Level standard (or equivalent qualifications) which sufficiently demonstrate the numeric and written skills required. Willingness to complete CIPD qualification via apprenticeship and participate in on-the-job training 	<ul style="list-style-type: none"> Member of the CIPD
KNOWLEDGE	<ul style="list-style-type: none"> Experience of dealing with confidential/sensitive information. Excellent Working knowledge of MS Office. Knowledge of and understanding of the importance of the SCR 	<ul style="list-style-type: none"> Experience of working in a school/academy
EXPERIENCE	<ul style="list-style-type: none"> Minimum of 2-year experience in a HR or equivalent administration role Experience of using Microsoft Teams to store and retrieve documentation 	<ul style="list-style-type: none"> Experience of working in a school/academy
SKILLS	<ul style="list-style-type: none"> Excellent interpersonal skills with proven ability to work collaboratively. Able to present information, verbally and in writing, in a clear 	

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	<p>and concise manner, with excellent attention to detail.</p> <ul style="list-style-type: none">• Positive “can do” attitude and willingness to support others where needed• Must be able to plan, prioritise and use time efficiently• Ability to multi-task and work in a fast-paced environment• Able to be discreet and professional with trusted sensitive information• Excellent attention to detail and accurate data entry skills	
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