

Job Description

Post Title:	HR Administrator
Location:	Spencer Academies Trust Central Team
Salary/Pay Range:	NJC8 – NJC12
Hours of work:	Full Time, Permanent
Reporting to:	Director of HR

Purpose of Role

To provide a high-quality, efficient and confidential administrative support to the Trust's Central HR Team. The role supports the full employee lifecycle and acts as a first point of contact for routine HR queries, ensuring processes are delivered accurately, consistently and in line with Trust policies, safeguarding requirements and employment legislation.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Key Responsibilities

1. HR Administration & Systems

- Provide day-to-day administrative support to the Trust HR Team.
- Maintain accurate and up-to-date employee records in HR systems, trackers and document libraries.
- Update HR systems to reflect starters, leavers, contractual changes, absence and annual leave.
- Support the development and maintenance of HR processes, procedures and reporting systems.
- Ensure SharePoint, HR Hubs, calendars and trackers are accurately maintained.
- Support HR projects and improvement activity, as directed.
- Act as a first point of contact for routine HR enquiries from staff and leaders.
- Provide accurate information and signpost colleagues to relevant policies and guidance.
- Escalate complex or sensitive matters appropriately.
- Build positive working relationships across academies and the Trust Central Team.
- Arrange meetings, interviews and hearings, including preparation of paperwork.
- Take notes and produce accurate records where required.
- Always maintain confidentiality and professionalism.

2. Recruitment, Onboarding & Employee Lifecycle

- Support recruitment administration from advert through to appointment.

For the Trust Central Team:

- Assist with onboarding processes, ensuring documentation, checks and system updates are completed accurately.
- Support probation administration and employee review processes, where required.
- Process changes to employment contracts including variations in terms of hours, pay, role or location.
- Support leaver processes, ensuring timely completion of documentation and system updates.
- Provide support for academies on the above during times of absence and during holiday periods.

3. Payroll, Pensions & HR Data

For the Trust Central Team:

- Prepare and submit accurate payroll input in line with monthly deadlines.
- Collate and check data relating to starters, leavers, absences and contractual changes.
- Support payroll and system queries, liaising with internal colleagues and external providers.
- Assist with HR and workforce reporting as required.
- Support with the completion of historical pension queries
- Provide support for academies on the above during times of absence and during holiday periods.

4. Compliance & Record Keeping

- Maintain HR records to support safeguarding, audit and compliance requirements.
- Support monitoring of employment checks, probation, visa checks and mandatory training.
- Ensure HR files and systems are audit ready and maintained to a high standard.

5. General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including the Employee Code of Conduct, IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust supporting its values of aspiration, partnership and responsibility, and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Name

Signature

Date

Person Specification

Qualifications & Experience

Essential

- Good standard of education including English and Mathematics.
- Experience in an administrative role involving confidential information and accurate record keeping.
- Experience using databases or management systems.
- Experience supporting HR, recruitment, onboarding or payroll processes.
- Commitment to ongoing professional development within HR.

Desirable

- CIPD Level 3 qualification or willingness to work towards it.
- Experience working in a school, academy or multi-site organisation.

Knowledge & Skills

Essential

- Understanding of effective administrative processes and the importance of confidentiality and safeguarding.
- Strong organisational skills with excellent attention to detail.
- Ability to prioritise workload and meet deadlines in a busy environment.
- Clear written and verbal communication skills.
- Competent IT skills, including Microsoft Office and HR systems.
- Basic understanding of HR procedures, employment legislation and safer recruitment.

Desirable

- Experience producing HR or workforce reports.
- Confident in using HR or payroll systems.

Personal Qualities

Essential

- Professional, discreet and trustworthy, with a strong commitment to confidentiality.
- Customer-focused with a helpful and responsive approach.
- Ability to work independently and collaboratively as part of a team.
- Flexible, adaptable and willing to support changing priorities.
- Commitment to safeguarding, health and safety and Trust values of Aspiration, Partnership and Responsibility.