

JOB DESCRIPTION

Job Title	HR Administrator for the MAT (Multi Academy Trust) Central Services Team
Hours of Work	36 hours per week: Monday – Thursday 7:45am – 3:45pm, Friday 7:45am – 3:30pm (45min break)
Department / Group	MAT Central Services
Line Management	HR Manager and Chief Finance Officer (CFO)

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

Rooks Heath is part of Tithe Academy, a Multi Academy Trust and sponsors a local primary school and an Alternative Education provider. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PURPOSE OF THE POST

Main Duties: HR Administrator for Recruitment, Employee Relations, Personnel and Payroll and support the Shared Service to deliver an effective and efficient HR service across the MAT, this will include but will not be limited to:

Tasks, Duties and Responsibilities

HR Administrator Responsibilities and Accountabilities

1. To represent the MAT in a highly professional and competent manner.
2. To assist the HR Manager in providing an efficient, proactive, and comprehensive HR administration service across the MAT and work within the HR processes agreed across the Trust.
3. Working with all schools as a first point of contact and to troubleshoot issues and provide a professional, accurate, effective and confidential HR administrative service.
4. To work in partnership with others, ensuring compliance with regulations and procedures.
5. To work in compliance with Codes of Conduct, Regulations and policies of the MAT including Keeping Children Safe in Education and ensuring quality of work is of a high standard and complies with current legislation working with GDPR guidelines.
6. To maintain regular and effective communications with a range of applicants, colleagues, and outside agencies.
7. To manage and maintain the HR data bases by adding, amending, maintaining, and refining the data to ensure personnel records are up to date and compliant with DfE and staff Workforce Census requirements.
8. To create and manipulate HR reports as required.
9. To keep abreast of changes to employment law, by attending relevant seminars to be up to date and knowledgeable regarding current legislation and case law and maintain continual professional development.
10. To attend in-house and external training sessions and meetings, chairing / minuting where necessary, and devise and run in-house training as required across the MAT.



11. General filing and shredding.
12. To support change management processes across the MAT.
13. To cover First Aid cover as required.
14. To undertake lunch duties as required.
15. To complete adhoc HR related tasks as and when required

Recruitment:

1. To support the HR Manager in the recruitment of all vacancies across the MAT.
2. To prepare, compile and update effective recruitment materials including advertisements, recruitment packs, job descriptions, person specifications and interview tests, whilst being mindful of the principles of equality, diversity, and inclusion.
3. To be responsible for placing vacancy adverts across the MAT on various platforms ensuring that the 'Vacancies' area of the website is kept up to date with all relevant information and communicate the vacancies across the Trust.
4. To be responsible for managing and dealing with applicants throughout the recruitment process, whether via email, phone or in person.
5. To manage the recruitment and selection process across the MAT, ensuring fairness and consistency throughout, conducting selection exercises and arranging interviews.
6. To manage the tracking of applications, preparing shortlisting packs and inviting candidates for interviews across the MAT.
7. To manage any arrangements for candidates such as visitor parking, school tours, lunches etc.
8. To advise, guide and assist the panel for shortlisting and interviews.
9. To manage interview arrangements on the day, greet candidates and photocopy ID and other documents as required and collate tests and assessments.
10. To manage the sponsorship and work permit administration processes across the MAT.
11. To produce initial offer letters and ensure contract documentation are professional and accurate and dispatched within required timescales across the MAT.
12. To manage the onboarding process including pre-employment checks of all new staff are carried out accurately including DBS and health checks, references, and other related paperwork across the MAT.
13. To be responsible for taking staff photographs, uploading them to the school VLE and providing staff with temporary/permanent security badges as an essential part of safeguarding.
14. To set up new contracts and contract variations as instructed by the HR Manager and CFO on the portal across the MAT.
15. To record, monitor and create reports as required of equal opportunities data from the recruitment process across the MAT.
16. To manage the probationary review process and ensure it is conducted in a timely manner, following up with staff and ongoing monitoring.
17. To ensure work related to new starter and leaver processes across the MAT is completed.
18. To be responsible for all filing and diarising for unsuccessful and successful candidates as adhered to in the Data Retention Policy in accordance with GDPR.
19. Work closely with the HR Manager to develop recruitment drives, reporting metrics and workforce information from various providers such as external HR support provider advice notes/guidance.
20. To take an active role as required in the induction process for new staff.



Employee Relations and Personnel:

1. To be responsible for providing accurate information on employment related queries for all staff including maternity / paternity leave, pensions and payroll for the school and liaising with the HR Officer for guidance where necessary across the MAT.
2. To be responsible for recording and monitoring sickness absences daily as necessary and highlighting any long-term sickness or concerns to the HR Manager and following the processes agreed with long term Sickness management.
3. To process self-certificates to staff returning after sick leave as necessary.
4. To receive leave of absence requests and provide recommendations.
5. To enter authorised absences into Sims as agreed with the individual establishments.
6. To manage DBS renewal checks across the MAT to three-year schedule agreed by the Trustees.
7. To follow up DBS queries in a timely manner.
8. To ensure personnel records and data are maintained accurately and creating for new staff in accordance with the audit requirements across the MAT.
9. To be responsible for compiling reports as required for absences and sickness across the MAT.
10. To support managers with any attendance or sickness casework.
11. To conduct and follow processes for pregnant staff.
12. To manage the annual leave process for full time staff and update records as necessary across the MAT.
13. To monitor staff TOIL records when Time off forms are generated.
14. To ensure Sims contracts are up to date for workforce census across the MAT.
15. To annually performance appraise selected associated members of staff as required.
16. To implement data cleansing processes on a cyclical basis across the MAT.
17. To complete admin tasks liaising with external agencies such as teachers pensions where required across the MAT.
18. To issue exit checklists if applicable and monitor completion of tasks.
19. To assist the HR Manager with maintaining an accurate and up to date Single Central Record.
20. Carrying out regular audits of the personnel files and chasing any outstanding documents across the MAT.
21. To provide support and carry out any administration work on staff Teachers Pensions or LGPS queries.

Payroll:

1. To be responsible for monthly payroll processes (adding new staff, contract variations, overtime, sickness monitoring, statutory leave, deductions for salary sacrifice).
2. To enter all HR and payroll functions accurately and confidentially for monthly payroll.
3. To be responsible for the payroll administration process ensuring transactions are correctly authorised and following procedures to ensure accuracy.
4. To check, record and process additional hours, overtime claim forms, unpaid leave and long-term sickness and enter onto the HR portal.
5. To investigate all payroll queries, escalating to the payroll provider when necessary.
6. To carry out more complex on-line administrative tasks and questions relating to all areas of HR / Payroll including pensions across the MAT.
7. To be responsible for dealing with any pension (LGPS, TP etc.) administration.
8. To research, support and actively advertise the Trust staff benefits schemes.



9. To take an active part in promoting the well-being of employees through working practices, promoting, and monitoring the use of the Employee Assistance Programme, and managing and following up on a regular well-being survey across the MAT.
10. To provide administration support to the annual salary review process.

Contributing to the Wider Life of School

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development and training as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. Make a positive contribution to the wider life through educational trips, visits and activities in outer hours and extra curricular activities.
9. Attend parents' events.
10. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.