

## **Job Description - HR Administrator**

---

St Gabriel the Archangel Catholic Multi-Academy Trust (CMAT)

Reporting to: Regional HR Manager/HR Partner

Location: Any location in Region 3, Wolverhampton and Black Country

Contract Type: Permanent, Part-Time

### **Mission Context**

At the heart of our Catholic Multi-Academy Trust is a mission that shapes all we do. Inspired by the witness of St Gabriel, forming pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice. These five characteristics express how our mission lives and breathes in our schools, shaping culture, leadership, teaching, and community. St Gabriel the Archangel CMAT is a family of 64 schools working together to deliver quality education to those we serve.

As a member of the central team, the HR Administrator will support schools by delivering high-quality services within the HR team, ensuring compliance and excellence in all areas.

### **Purpose of the Role**

This is a term time only + 2 weeks permanent role (37 hours per week). The position plays a key role within the Central Services Team and supports on all transactional HR and payroll matters. The post holder will deliver an efficient, compliant, and customer-focused service to the academies within the Trust, ensuring accuracy, confidentiality, and adherence to statutory and Trust policies. The successful candidate will report to a Regional HR Manager.

### **Key Responsibilities**

#### **Recruitment and Onboarding:**

- Assist in the recruitment process, including drafting adverts, liaising with recruitment agencies, requesting references and organising interviews.
- Prepare and issue offer letters, contracts, and onboarding documentation for new starters.
- Support line managers with end-to-end employee lifecycle processes, including induction and leaver administration.
- Maintain accurate recruitment records and ensure compliance with safer recruitment guidelines.

### **Payroll:**

- Assist with processing monthly payroll data, including timesheets, absence data and unpaid leave.
- Resolve payroll queries or escalate as necessary.
- Ensure accurate salary deductions and salary sacrifice schemes.
- Liaise with external payroll provider and support annual audits (eg School Workforce Census).
- Assist with pay progression and TUPE processes as required

### **Human Resources:**

- In liaison with the HR Manager, act as the first point of contact for HR administrative queries.
- Administer contract changes, maternity leave documentation and leaver processes.
- Work collaboratively with the other academies and colleagues within the Trust.
- To undertake any additional duties as may reasonably be required for the role
- Provide ad-hoc HR project support.

### **Compliance and Safeguarding Responsibilities:**

- Ensure compliance with statutory requirements, including Keeping Children Safe in Education (KCSIE) and safer recruitment practices.
- Provide support and guidance with maintaining and updating the Single Central Record where required, ensuring accuracy and adherence to regulations.
- Process and monitor DBS checks for all staff and volunteers.
- Ensure HR documentation and processes comply with employment law and Trust policies.

### **General Requirements:**

- Undertake training and professional development as required.
- Maintain high standards of professionalism, confidentiality, and safeguarding.

### **Person Specification**

#### **Essential**

#### **Qualifications:**

- A good standard of education including qualifications in literacy, numeracy and IT

#### **Experience:**

- The ideal candidate will have some experience working in an HR environment (minimum 1 year)

- Experience in an administrative role with excellent organisational and administrative skills

**Knowledge:**

- DBS checks (willingness to undertake training in this area)

**Skills:**

- Excellent communication skills (verbally and written)
- The role requires strong organisational and interpersonal skills
- Good IT skills (Word, Excel)
- Ability to meet deadlines
- Strong commitment to confidentiality and impartiality

**Attributes:**

- You must be committed to the mission of Catholic education
- Ability to work under pressure with a calm and positive disposition
- Excellent attention to detail, proactive problem-solving and a strong customer service focus

**Desirable**

- Experience in the education sector
- CIPD Qualification (L3) or willingness to study
- Experience with HR/Payroll systems
- Experience supporting HR projects
- Driving Licence

**Other Information**

- Travel to other schools across the Trust may be required from time to time (mileage expenses reimbursed)