

# Job Description: Human Resources Administrator



## Role Overview

Coombe Academy Trust (CAT) is seeking a dedicated HR Administrator to provide comprehensive support to the Central HR Team and a designated school within the Trust. This role is vital in maintaining the ethos of the Trust while ensuring compliance with recruitment and employment standards.

## Core Purpose

The primary objective of this role is to provide high-quality administrative support to the HR Service across all CAT academies. You will act as a dedicated HR contact for one specific school and assist with administrative tasks resulting from the Auriga Trust in September 2026.

## Key Responsibilities



### 1. Recruitment & Onboarding

- Support schools and the Central Team with end-to-end recruitment procedures.
- Prepare recruitment packs, post advertisements, and monitor responses.
- Coordinate interviews and recruitment events.
- Execute all Safer Recruitment and pre-employment checks to ensure new-staff.
- Issue offer letters, contracts, and manage the onboarding/induction process for new staff.



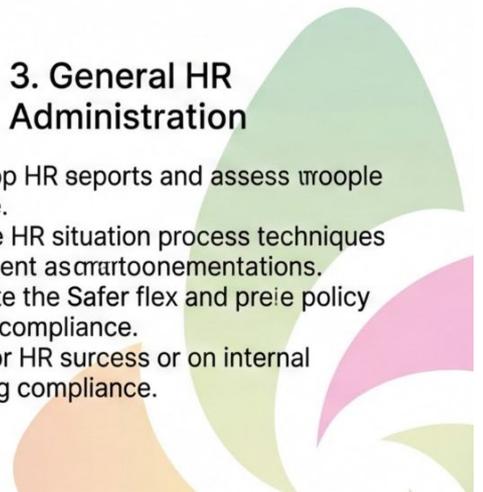
### 2. Data Management & Compliance

- Maintain and update the Single Central Record (SCR) for both the Central Team and the designated school.
- Collate HR data using systems such as Arbor and Edupay.
- Assist in producing HR reports for Trustees, Gows, and Senior Leadership.
- Monitor and report on internal training compliance.



### 3. General HR Administration

- Develop HR reports and assess people.
- Collate HR situation process techniques and event arrangements.
- Execute the Safer flex and pre-employment policy compliance.
- Monitor HR success or on internal training compliance.





# Job Description



## Recruitment

- Efficiently fulfil administrative tasks relating to recruitment to include
  - Preparing recruitment packs
  - Posting adverts and monitoring responses
  - Supporting all safer recruitment checks and pre-employment checks.
  - Coordinating interviews and other recruitment events.
  - Preparing offer letters and contracts
  - Preparing offer letters and contracts



## Onboarding

- Assist in the induction and probationing of new
- Ensure all new starters set up on internal and training portals
- Create and maintain confidential personnel files for new existing staff



## Data

- Support the Co Directors of HR the collation of HR data (Arbor, Edupay)
- Assist in the production of HR reports for Trustees and Governors



## Data

- Support the Co Directors of HR with the collation of HR. Assist in the production of HR reports for Trustees and Governors



## General HR administration

- Assist with the maintenance of the Academy's
- Provide HR administration support to Co - Directors of People to include correspondence with staff relating to contract variations, pay variations, and other ad hoc correspondence.
- Provide support with: administration of leavers
- Coordinate and arrange HR meetings
- Create training packs and materials
- To carry out any other duties may reasonably be required



## Dedicated HR administration for one school

- Assist with the maintenance of one School
- Provide HR administration support to the Head of School and Executive Head teacher.
- Responsible for the recruitment and onboarding of new
- Provide support the administration of leavers
- Manage absence information and assist line managers with managing absence procedures.
- Monitor and respond to queries that come through the HR email.

# PERSON SPECIFICATION FOR HR ADMINISTRATOR

Criteria	Essential	Desirable	Evidence
<b>Qualifications</b>			
 GCSE or equivalent at Grade C/5 in English and Maths	✓		Application Form
 CIPD Level 3		✓	Application Form
<b>Experience</b>			
 Previous experience within an Administrative role	✓		Application Form, Interview
Experience of working with Data	✓		Application Form, Interview
Experience of working in an HR related role		✓	Application Form, Interview
<b>Knowledge and Skills</b>			
 Excellent written and verbal communication skills	✓		Application Form, Interview
Excellent IT skills	✓		Application Form, Interview
Strong organisational skills	✓		Application Form, Interview
 Ability to manage multiple tasks and prioritise effectively	✓		Application Form, Interview
Excellent attention to detail	✓		Application Form, Interview
 Ability to maintain confidentiality and professionalism	✓		Application Form, Interview
Experience of working with Google Workspace		✓	Application Form, Interview
<b>Personal Attributes</b>			
 Commitment to safeguarding and promoting the welfare of children and young people	✓		Application Form, Interview
Ability to manage time effectively and prioritise work	✓		Application Form, Interview
 Ability to work as part of a team	✓		Application Form, Interview
High degree of discretion and integrity in dealing with sensitive matters	✓		Application Form, Interview
 Able to support and work within the ethos and values of the Coombe Academy Trust	✓		Application Form, Interview
 Understanding of and commitment to promoting Equality of Opportunity and safeguarding responsibilities within the Coombe Academy Trust	✓		Application Form, Interview