



JOB DESCRIPTION

Role Title	Department	Reports to
HR Administrator	Human Resources	HR Manager

PURPOSE

To provide a high standard of professional administrative support to the Human Resources Department within the Trust. The post holder will be expected to actively model and promote the values and ethos of the Trust in accordance with the Associate Staff Standards and to perform across a diverse range of activities. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

- Respond to general HR enquiries in a timely and appropriate manner, referring to other parties as necessary.
- Build and maintain relationships at all levels, including communication via e-mail, telephone and face to face.
- Organise and manage files and databases, ensuring data on all employees is effectively maintained, including any HR systems and the Single Central Register.
- Support the HR Adviser in all aspects of the recruitment process, including advertising, handling applications and arranging interviews, preparing interview programmes and sending regret letters.
- On appointment, follow administrative process for all new starters including temporary placements, e.g. Foreign Language Assistants, Trainee Teachers, Mentors, and Work Experience Volunteers, ensuring verification of all information, including DBS applications and updating the records of disclosure.
- Record all absences and monitor sickness absence accordingly. Prepare and analyse statistical summaries and report on any infringements within the sickness absence guidelines to the HR Team on a weekly basis. Ensure the appropriate forms and documentary evidence are completed for all absences, returned to HR and recorded.

- Provide administration and advisory support ensuring accuracy and reliability of information.
- Support HR Adviser with employment contracts and variations, starters and leavers, mandatory/other training, probationary period review, performance and development review, maternity/paternity/shared parental leave, flexible working requests.
- Provide policy guidance and support to Trust colleagues.
- Maintain and amend document templates e.g., employment contracts, variation to contract letters, invitation to meeting letters, resignation letters, etc. Ensure these are accessible to the team and ensure they are kept up to date and in line with contractual and statutory requirements.
- Support with the implementation of HR initiatives, systems and processes providing appropriate support and coaching to all staff to ensure full compliance with policies and procedures, co-ordinating learning and development events as required and participate in the delivery of events as relevant.
- Seek at all times to be effective and efficient and to enhance the quality of the service which the HR team gives to all its users in line with the values of the Trust, thereby assisting them to provide a high quality of service.
- To be flexible by providing cover for the HR team members during periods of absence, carrying out all duties as required.
- Committed to the safeguarding of children and the promotion of their welfare.
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

PERSON SPECIFICATION**E – Essential / D - Desirable**

Qualifications/Education Training	<ul style="list-style-type: none"> • Certificate in People Practice or other equivalent experience (Essential)
Knowledge/Experience	<ul style="list-style-type: none"> • Previous HR experience (Desirable) • Ability to be first point of contact for staff regarding all HR matters (Essential) • Up to date knowledge in all aspects of employment law and HR best practice (Desirable) • An understanding of child protection and its importance within the school (Desirable) • Knowledge and Experience of Database systems (Essential) • Computer literate - experience of all Microsoft packages including Word, Excel and Outlook (Essential)
Technical/Business Skills/Ability	<ul style="list-style-type: none"> • Excellent administration and organisational skills (Essential) • Able to establish priorities and work to tight deadlines (Essential) • High levels of accuracy and attention to detail (Essential) • The ability to draft complex correspondence and, the ability to converse with a diverse range of people at all levels (Essential) • Proficient in the use of Microsoft applications, including Outlook, Word, Excel and Powerpoint (Essential)
Particular aptitude/Personal skills required	<ul style="list-style-type: none"> • Ability to communicate effectively including the use of tact, sensitivity and empathy (Essential). • Excellent communication skills, able to foster collaborative working styles and relationships (Essential) • Ability to maintain the highest degree of confidentiality at all times (Essential) • The ability to be flexible and handle varied levels of pressure with consistent ability to meet deadlines (Essential) • A keen, positive team player who is approachable and amicable (Essential) • Excellent initiative, enthusiasm and commitment (Essential)

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and

integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: