

JOB DESCRIPTION

Job Title
HR Administrator
Salary Range
Spinal Scale Points: 14-17
Line Manager
HR Manager
Base Location
Central Office
Purpose of Role
<p>The role of HR Administrator is wide and varied. Under the guidance of the HR Manager, the primary objective of this role is to provide a comprehensive administrative support for the full employee lifecycle contributing to the smooth, effective and efficient running of the HR Department, including payroll and the provision of a first-class HR service to the Trust.</p> <p>To do this successfully the job holder must ensure that they remain up-to-date with regulatory requirements and best practice within the HR profession and within areas of delegated responsibility. The job holder will be proactive in proposing to the HR Manager ways in which the range of HR administrative processes operated might be further developed or improved.</p>
Key Accountabilities
<p>Recruitment and selection</p> <ul style="list-style-type: none"> Administration associated with recruitment activities including drafting adverts, placing advertisements, collating job applications, acknowledging applications, responding to applicant queries, shortlisting preparation and pre employment checks. <p>In Service Employment matters</p> <ul style="list-style-type: none"> Prepare job offer letters and contracts of employment for staff.

- Preparation of standard and ad hoc HR letters and documents pertaining to changes to terms and conditions of employment and other employment matters, including the drafting of some documents from scratch.
- Administration for and tracking of in-service events such as probationary periods, maternity, paternity, parental leave or absence.
- Administration of the leavers' process including organising exit interviews, recording data and statistics and feedback information where required.
- Assisting the HR Manager/HR Advisor with procedures for and administration of disciplinary, grievance, capability, performance, long term sickness absence, occupational health and other employee relations matters.
- Liaising with the Payroll provider regarding payroll and benefit matters, including ensuring they have accurate and timely monthly staff salary information to run accurate payrolls.
- Submit accurate monthly timesheets and expenses claims to the payroll provider.
- Distribute payroll documents such as P45 forms.

Records and data

- Maintain up to date staff absence records, producing reports when required and highlighting to the HR Manager/HR Advisor/SBM matters of concerns.
- Update and maintain the HR database inputting staff information accurately and efficiently.
- Maintain and keep up to date staff files and filing system, regularly archiving files in line with the records retention policy and Data Protection Act.
- Maintain and keep updated recruitment compliance data on the SCR.
- Retrieve information and reports from the HR database on request as required.
- Maintain a HR electronic diary and reminder system in relation to routine patterns of work including probationary periods, pay review etc.

General

- Answering and dealing with day to day HR enquiries (internal and external).
- Dealing with incoming email, post and other paperwork.
- Making relevant departments aware of starters/leavers/ other staff changes.
- Taking minutes of meetings where required.
- General filing and shredding.
- Assisting with the development and implementation of new HR systems and processes.
- Provide administrative support to the HR Manager including project work, drafting letters and arranging meetings.
- Any other duties as reasonably requested by the HR Manager or other Trust managers.

Knowledge and Experience

- An appropriate qualification for example HR or Business/General Administration related (CIPD accredited qualification advantageous)
- Strong administrative experience, ideally gained in an HR department
- Proven track record of working with MIS/HR databases, including manipulating data, creating reports etc.
- Accurate and efficient IT skills in Microsoft Office applications
- Excellent communication skills both written and verbal, with a calm, confident and professional and personable manner
- Strong organisation skills, a systematic approach to work and ability to manage diverse workload
- High level of attention to detail and accuracy in all work undertaken
- Tactful and discreet, with the ability to maintain confidentiality at all times
- Initiative and ability to work without direct supervision and a good team player
- A proactive, flexible approach with the ability to plan ahead, identify improvement's and seek solutions

Personal Qualities

- An honest and open approach with high levels of integrity.
- Assertive with the ability to influence others.
- Inclusive approach, developing and encouraging teamwork in schools, staff and professional advisors, with ambition for raising standards throughout the MAT.
- Business-like in ensuring the required standards of performance are achieved by staff and professional advisors.
- An ability to maintain an independent, balanced approach to dealing with issues and facilitating others to do likewise.
- An ability to work under pressure and to deadline managing conflicting priorities; to evaluate impact and make independent judgements.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

Expected Outcomes

- Ensuring processes are followed in a consistent manner and are compliant with School policies and statutory regulations
- Ensuring a high level of accuracy in all produced work
- Providing excellent (internal and external) customer service and building strong working relationships
- Establish and maintain effective communication channels
- Ensuring confidentiality of all written and verbal communication
- Performing as a team player, supporting other members of the HR & Payroll team

