

Job Description

Job Title Human Resources Administrator		Grade Band C/D	
Responsible to Human Resources Director & Human Resources Manager	Contacts Trust/Academy Staff Staff in Client Schools		Responsible for
Working hours 37 hours per week		Special Conditions Able to travel to client schools	

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet the changing needs of the Academy.

Job Summary

To assist the HR team in providing a professional, effective and efficient service in all aspects of personnel administration for The Shireland Collegiate Academy Trust and client schools.

Duties and responsibilities:

To provide comprehensive administration support to the Human Resources Director and Senior Human Resources Staff by carrying out administrative and clerical tasks across the Shireland Collegiate Academy Trust and Client Schools.

Recruitment

- Advertising vacancies both internally and externally.
- Issue application packs and maintaining job files.
- Arranging interviews.
- Administering pre employment checks including DBS, prohibition, references, identity and qualifications checks.

Administration

- Producing offer letters and contracts of employment for new employees.
- Processing payroll documentation for client schools
- Processing payroll for the Trust via online payroll system.
- Producing employment related letters.
- Maintaining electronic and other filing systems and personal files.
- Maintaining client data base.
- Issue probation forms.

General

- Organising venues for recruitment and training.
- Taking notes at meetings and hearings.
- Organising incoming and outgoing post.
- Dealing with queries from Trust and client schools.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

It is the responsibility of each employee to carry out their duties in line with Trust policies

Use and Development of ICT as required.

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions

All staff within the Trust will be expected to accept reasonable flexibility in working arrangements

To participate in the operation of the Trust's Personal Performance Development process and attend identified training.

Any changes arising to this role, will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

All staff are expected to comply with the requirements of GDPR.

Context:

Support staff are a part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Raising Attainment Plan.

Due to the nature of this job, it will be necessary for an Enhanced DBS to be undertaken.

This Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

