**Trinity Academy Newcastle Multi Academy Trust**

**Job Description**

**Post Title** HR Administrative Assistant Level 3 A1017

**Evaluation** 406 Points **Grade:** N4

**Responsible to** Head of School (Business)

**Responsible for** N/A

**Job Purpose** To provide comprehensive HR admin support to the Trust

**Main Duties:**

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 To assist the HR Officer to provide full administrative and HR support to the CEO/Senior Management Team and Board of Directors.

2 To contribute to the monitoring and maintenance of the HR admin function in a manner consistent with the school’s requirement.

3 Supporting with internal and external inquiries and requests related to the HR department.

4 To collect, record as appropriate and reconcile monies from school meals and various school activities prior to banking.

5 To assist the HR Officer in monitoring and reporting on ill health absence.

6 To attend and minute absence reviews and hearings as required.

7 To assist in the development and maintenance of HR record/information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, and various software.

8 Processing payroll changes and entering employee data onto computer databases

9 To collate reports as required.

10 To assist with the accurate completion and timely return of statistical data as required e.g. CENSUS.

11 To assist with the process of recruitment, selection and induction procedures including vetting candidates, assisting with interviews and issuing employment contracts in accordance with policy.

12 To liaise with staff as appropriate to meet the requirements of the school including the provision of reception service, arranging events, and administering cover for absent teachers.

13 To promote and implement the School’s/Council’s Equality Policy in all aspects of employment and service delivery.

14 To support Trustees in maintaining a safe and secure environment through Single Central Record and to act in accordance with the trust’s policies and procedures

15 To maintain confidentiality when handling sensitive or confidential information.

As an employee of Trinity Academy Newcastle MAT you may be required to work at any organisation within the Trust as may reasonably be required.