

### Job Description

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|---------------------|---|
| <b>JOB TITLE</b>    | HR Admin Officer                                      |
| <b>JOB FAMILY</b>   | Thinking Personnel - Thinking Solutions for Education |
| <b>REPORTING TO</b> | HR Partner/Senior HR Partner                          |

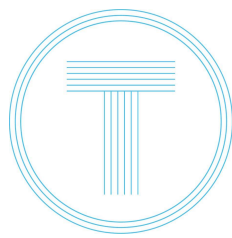
### Job Purpose

1. The HR Officer will undertake responsibilities as directed by HR Partners to provide efficient and effective HR support required to meet the core HR responsibilities.
2. They will provide HR admin support and advice to the Trust's TSfE Team and all Academies.

### Duties and Responsibilities

- Collaborate with, Academy Office Managers/PAs and HR Partners, to ensure a cohesive and consistent approach to HR management.
- Act as the first point of contact for employee queries, providing timely and accurate advice in line with employer policies and procedures.
- Provide HR guidance to Academies, supporting the implementation and understanding of HR policies and procedures.
- Support Trust HR Partners in the preparation of reports and workforce planning data by liaising with Academies to gather and collate information.
- Coordinate and assist with employee relations case management (e.g. disciplinaries, grievances, capability)
- Assist with complex casework administration, including redundancy and TUPE processes, ensuring accurate documentation and timelines.
- **Take a lead role in managing absence across the Trust, including:**
  - Monitoring absence data and trends.
  - Liaising with the HR Operations team to retrieve and analyse absence reports.
  - Ensuring appropriate follow-up actions are taken in line with Trust policies.
  - Supporting line managers in conducting return-to-work meetings and formal absence reviews.
  - Managing occupational health referrals and workplace assessments.
- Support probation and SMS processes, ensuring consistency and compliance.
- Support line managers and SLT in conducting investigations and formal HR processes.
- Support the delivery of Trust-wide wellbeing initiatives and training programmes.
- Undertake HR project work as required.

HR Administration



- Provide administrative support to Trust HR Partners and Academies, including:
  - Drafting of outcome letters
  - Keeping the HR Case management system up to date
  - Collating Investigation and hearing packs
  - Maintenance of personnel files and HR records.
  - Filling
  - Minute-taking for HR meetings (e.g. investigations, disciplinaries, sickness absence).
  - Monitoring and responding to the HR inbox.
  - Managing the HR resources and ensuring documentation is up to date.
- Liaise with the HR Operations, Recruitment, and Payroll teams to ensure smooth HR service delivery.
- **Support the administration of absence management processes**, including:
  - Scheduling and tracking absence-related meetings.
  - Maintaining accurate records of absence cases and outcomes.
  - Ensuring timely communication with relevant stakeholders.
- Support the administration of induction, probation, and exit interview processes.
- General office admin support

### General Responsibilities

- Act as an Equality, Diversity & Inclusion (EDI) Champion, embedding EDI principles in all areas of work.
- Act as a Wellbeing Champion, promoting mental health and wellbeing across the Trust.

### Personal Specification

#### Qualifications

Level 3 CIPD Qualified

#### Experience

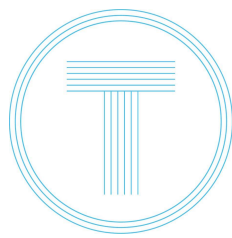
2 years' experience in a HR Administration role or equivalent. Be able to demonstrate core knowledge, core behaviours and specialist knowledge at foundation level across all areas.

#### Professional Development

Foundation CIPD knowledge

### Generic Duties relevant to all members of Staff

Within TSfE, there are certain generic duties which are an expectation for all staff to adhere to and these include the following:



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- Our ethos is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively to share good practice, resources and ideas and realise our visions and aims.

### Safeguarding

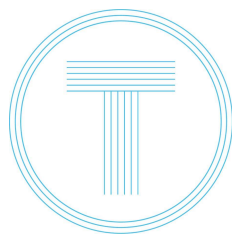
- We are committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted.
- Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead/ Headteacher.

### Health and Safety

- Employees are required to work in compliance with Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### Data Protection

- TSfE takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals seriously. We require all staff to complete data protection training and to adhere to its Data protection policies and procedures. All



staff must ensure that if they suspect a data breach, they must inform the Data Protection officer immediately.

#### **Sustainability**

- We are committed to improving sustainability, therefore where possible the reduction of paper use is encouraged.
- We encourage employees to make sustainable decisions to support our aim to improve sustainability.

#### **ICT**

- It is expected that all teaching and support staff follow the ICT Vision.
- All staff are expected to follow the procedures as laid out in the Acceptable Use Policy. Staff are also expected to ensure that they follow policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### **Professional development**

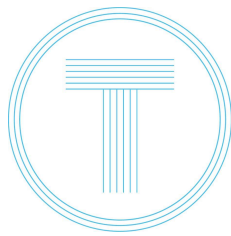
- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role.

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside of the workplace
- Have proper and professional regard for the ethos, policies, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community.
- Respect individual differences and cultural diversity and work in line with the Dignity at Work framework.

The post holder will be required to comply with organisation's policies and procedures.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time.



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The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the position.

I understand and agree to the job description of a HR Admin Officer:

Name:

Signed:

Date: