Job Description

Job Title:	**HR Administration Assistant**
Location:	**Central Services, Cringleford Prep**

inspiration trust

Job title	**HR Administration Assistant**
Salary Scale	**Scale D**
Hours of Work	**Part time - 30 hours per week**
Weeks Worked	**All year**
Responsible to	**HR Advisor (Administration and Compliance Lead)**
Location	**Central Services, Cringleford Prep**

Main purpose of the role

To provide high-quality administrative support across the employee lifecycle, ensuring the accurate preparation of employee contractual documentation, maintenance of HR systems and platforms, employee records, and effective administration of key HR Team processes.

The postholder will support the delivery of an efficient, customer-focused HR service to schools and central teams, ensuring data integrity, compliance and excellent administrative standards.

Organisational relationships

- Responsible to the HR Advisor (Administration and Compliance Lead)
- Direct liaison with a range of stakeholders including stakeholders, Inspiration Trust staff and external organisations.

Principal accountabilities and responsibilities

Employee Lifecycle Administration	• Prepare, issue and maintain employment contracts, contractual variation letters and associated correspondence throughout the employee lifecycle. • Process changes relating to salary, hours, role details, fixed-term contracts, secondments and employment status changes. • Ensure all employee records are accurately maintained and updated in a timely manner. • Support the administration of new starters, employee changes and leavers, ensuring all required actions are completed. • Maintain electronic personnel records in accordance with Trust procedures and data protection requirements. • Coordinate and administer reference requests.
HR Systems Administration	• Act as an administrator for HR Team systems and platforms, including SmartLog, Simply Health, BromCom, The Key, and any future HR-related systems implemented by the Trust. • Maintain user accounts, permissions and access rights, ensuring information is kept up to date and accurate. • Accurately input, update and maintain employee records across relevant HR systems. • Carry out routine data checks to identify and correct errors, discrepancies and missing information.

	• Support the testing and implementation of new systems and system updates as required. • Provide first-line support to employees and managers on system access and routine functionality. • Produce routine reports and information from HR systems, ensuring a high level of accuracy and attention to detail. • Follow established procedures to maintain the integrity, security and confidentiality of employee data.
Payroll Administration	• Prepare and process payroll-related changes in line with payroll deadlines. • Liaise with payroll colleagues to ensure employee changes are processed accurately and efficiently. • Support the maintenance of accurate payroll records and documentation. • Investigate and resolve routine payroll administration queries, escalating where appropriate.
Compliance and Record Management	• Maintain accurate HR records and documentation in accordance with statutory and Trust requirements. • Support compliance monitoring activities and routine audits of HR records. • Ensure required documentation is appropriately stored and retained. • Assist with the production of information and reports required for internal monitoring and external audits.
HR Administration Support	• Provide administrative support to the wider HR Team. • Produce routine correspondence, letters and documentation. • Support the administration of employee benefits and wellbeing schemes. • Maintain trackers and databases used by the HR Team. • Respond to routine employee and manager enquiries, escalating more complex matters appropriately. • Contribute to the continuous improvement of administrative processes and systems.
Other Duties	• Develop and maintain positive working relationships with school leaders, employees and colleagues. • Provide a professional, responsive and customer-focused service. • Manage competing priorities and deadlines effectively, ensuring high standards of accuracy and confidentiality are maintained at all times. • Work in accordance with Trust policies and procedures. • Comply with GDPR, confidentiality and information governance requirements. • Contribute to a culture of continuous improvement and service excellence. • Participate in training and development activities as required.

	• Undertake other duties commensurate with the grade and nature of the post.

Employee commitments

All employees will commit to the following key areas:

- The vision, values and key principles of the Trust
- Equality, Diversity and Inclusion
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- Support the inclusion agenda

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are 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 Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the

provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spend" under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	• GCSE English and Mathematics (Grade C/4 or above) or equivalent. • Relevant administrative qualification or equivalent experience.	• Experience of working in an education or HR environment would be desirable and would be particularly relevant to the role.
Experience	• Experience of providing administrative support within a busy office environment. • Experience of managing sensitive and confidential information. • Experience of maintaining databases and electronic records. • Experience of undertaking data audits, quality checks and record reconciliation to ensure the accuracy and integrity of information. • Experience using Microsoft Office applications, including Excel, Word and Outlook. • Experience working with HR, payroll or management information systems.	• Understanding of HR record management and employment documentation.
Skills, Knowledge	• Excellent organisational skills and attention to detail. • Ability to manage multiple priorities and deadlines. • Strong written communication skills. • High level of accuracy when processing information and documentation. • Strong service and interpersonal skills. • Ability to work independently and as part of a team. • Commitment to confidentiality and professionalism.	

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Signature _____ **Date** _____

Name _____