HR Administrative Assistant

Annual Salary: Grade 2 (£24,413-£26,824) FTE
Hours of work: Full time – 5 days (36.5hrs) per week, all year round
Permanent position
Location: St John Paul II MAC Central Office and across Multi Academy Schools
Start date: As soon as possible

The St John Paul II Multi Academy is a highly successful Catholic Multi Academy encompassing nine Primary Schools and two Secondary Schools. Our schools are located in the northern part of Birmingham.

The ethos of St John Paul II Multi Academy is Catholic and was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic multi academy, we aim to provide a Catholic education for all our pupils. As a Catholic multi academy, Catholic doctrine and practice permeate every aspect of every one of our school's activities. It is essential that the Catholic character of the school's education be fully supported by all staff within the multi academy. We therefore hope that all staff will give their full, unreserved and positive support for the aims and ethos of the St John Paul II Multi Academy.

We are seeking to appoint a dedicated HR Administrator to join our Central Trust team, providing high-quality support to our HR function. This is a fantastic opportunity to join a dynamic and growing organisation, supporting schools to deliver the very best outcomes for pupils.

You will be at the heart of the HR team, helping to keep things running smoothly - from maintaining key systems to onboarding new employees. If you thrive in a fast-paced environment, love variety, and have a good eye for detail, we'd love to hear from you.

As part of this position, you will travel between academy schools, so a full driving licence and access to a vehicle are essential.

Main Duties / Responsibilities:

You will work closely with the HR Business Partner and the HR Team to support the day to day function of the HR Department across the full spectrum of Human Resources. You will be involved in a wide variety of HR related enquiries including:

- Deliver responsive, effective administrative support to the HR Business Partner and the wider HR team.
- Monitor HR email inbox, responding to or triaging queries as appropriate.
- Prepare and format professional documents such as reports, letters, presentations, and spreadsheets.
- Maintain and administer the HR MIS system, ensuring records are up-to-date.

- Lead the onboarding processes for new staff, including Right to Work checks, ID verification, reference requests and DBS applications.
- Liaise with the HR Business Partner regarding the maintenance of HR files.
- Liaise with the HR Business Partner regarding the SCR, workforce census and all HR related statutory returns.
- Ensure the MAC policies and procedures are being adhered to, in particular ones that apply to HR and administration.
- Any other task as commensurate with the grade.

The Job Description and Person Specification is provided with this advertisement.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. St John Paul II Multi Academy is an Equal Opportunities employer. The Multi Academy is committed to safeguarding and promoting the welfare of its children and staff and expects all staff and volunteers to share this commitment. A DBS check is required for all successful applicants. An online search will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.

The deadline for applications: Monday 9th March 2026 by 12.00pm

If this sounds like the right opportunity for you please follow the online application process under the 'vacancies' section at https://johnpaulii.co.uk/vacancies/
For further information, please email hr@sjp2.net