



Post Title	HR Administrator
School / Organisation	Avanti Services Ltd
Location	Avanti House Secondary School, Stanmore
Grade	Support Grade 4 £28,611 to £30,309 per annum
Hours	Full-time (37.5 hours per week)
Contract Type	Fixed Term – 6 months Year-round
Reports to	HR Advisor/HR Manager
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

Avanti Services Limited supports the Avanti Schools Trust which is a fast-growing Multi Academy Trust currently running schools based in London, South West and the Midlands and Bishops Stortford. All Avanti schools provide pupils with an outstanding education rooted in the inclusive and distinctive Avanti Schools ethos of educational excellence, character development and spiritual insight.

We are seeking a detail-oriented HR File Auditor to join our Human Resources team. You will be responsible for evaluating, organising, and standardising employee records across the employment lifecycle. The ideal candidate ensures that personnel files are 100% compliant with statutory regulations, privacy laws, and company policies, minimizing legal and financial risks.

RESPONSIBILITIES OF THE JOB

- File Evaluation:** Conduct reviews of digital personnel files (including active, terminated, and contractor records) to ensure completeness.
- Document Verification:** Confirm the presence and validity of critical employment documents, including ID checks, DBS checks, Fitness to work, qualifications, reference/employment record, signed offer letters, employment contracts, right-to-work documents.
- Compliance & Privacy:** Ensure all sensitive employee data is stored, retained, and disposed of in accordance with strict data protection and privacy laws (e.g., GDPR).
- Training & Performance Records:** Audit records for completed compliance training to ensure proper documentation.
- Gap Analysis & Reporting:** Compile audit findings into clear reports for Head of HR, highlighting compliance gaps, inconsistent practices, and areas requiring corrective action.
- To undertake such other duties as may be required which are commensurate with the job and grade.
- This job description may be amended at any time after consultation with you.



RESPONSIBILITIES OF THE JOB			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	GCSE Maths and English or equivalent	X	
2.	Educated to "A Level or equivalent	X	X
3.	Certificate in Personnel Practice and/or Level 3 CIPD		X
4.	Meticulous attention to detail	X	
5.	Previous experience and understanding of generalist HR processes including payroll and recruitment administration	X	
6.	Able to work effectively on own initiative and within the limits of own professional boundaries and knowledge	X	
7.	A good understanding of the principles of Safer Recruitment and Equality and Diversity as relevant to the requirements of the post	X	
8.	Experienced in prioritising varied and conflicting work demands and able to work under pressure		X
9.	Excellent written and verbal communication skills	X	
10.	Competent in the use of ICT and in particular Excel and Word	X	
11.	Good understanding and experience of using databases		X
12.	Is discreet and respects confidentiality	X	
13.	Excellent organisation and time management skills	X	
14.	A strong commitment to a career in HR	X	

FURTHER INFORMATION
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you 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 Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p> <p>For further information - https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy_Summer-23.pdf</p>