



HR ADMINISTRATOR

Closing Date: Midday On Friday 15th December 2023





**HR ADMINISTRATOR
Permanent**

**Salary Scale 6 Point 18 £29,269 - Point 22 £31,364 p/a
Depending on Experience**

**(Salary will be pro-rated to reflect Term Time plus 10 Days)
(Full time or part time will be considered)**

This is a key post in supporting the management and staff at Chrysalis Multi Academy Trust to be effective in their roles and provide the very best quality of provision to our employees.

The successful candidate will support the full employee life cycle and will be involved in all areas of the Human Resources function. The post holder will be expected to work as part of the HR team in the provision of a comprehensive HR service at Chrysalis Multi Academy Trust.

The post holder will be required to work closely with the Head of Human Resources, who has day to day oversight of the Human Resources function.

To apply please refer to:-

[HR Administrator at Chrysalis Multi Academy Trust | MyNewTerm](#)

Closing Date: Midday On Friday 15th December 2023

JOB DESCRIPTION

Trust HR Administrator - Permanent

Full time or part time considered - Term time plus 10 days (to be arranged with Line manager)

Main Duties:

- To be responsible for all administrative duties within the HR department
- Support with in-house training and workshops to assist others in understanding HR requirements where appropriate;
- Providing support efficiently and effectively in all areas of Human Resources (HR) including but not limited to the areas of recruitment and selection, learning and development, performance management and reviews, grievances and dispute resolution and change management, consistent with legislation and Trust's approved policies.
- To assist with preparation of all paperwork for interview; invitation to interview letters; interview plan for candidates, book rooms, prepare interview packs
- Tracking Probation reviews with timelines and ensure outcomes are communicated formally through letters.
- Assist and support managers through all stages of employment matters, including assisting with investigations, attending hearing and note taking.
- Ensure workforce information is kept up to date on HR System, and any problems identified and addressed.
- Manage Employee Relations as required
- Assist with payroll information as required.
- To be responsible for keeping all HR files and records up to date and secure, dealing with confidential material with integrity and tact
- To refer staff to Occupational Health if required; to track and make reasonable adjustments if required.
- To contribute as required in allocated project work
- Support staff engagement activities
- To work collaboratively with colleagues in the whole organisation to deliver services effectively, efficiently, and flexibly.
- Ensuring Safer Recruitment procedures are followed at all times, and that regulatory, legislative, compliance and statutory requirements are met. This includes agency staff, volunteers, contractors and governors.
- Leading, developing and evaluating the induction process for all teaching and non-teaching staff
- Maintain a good working knowledge of local employment legislation and best practice policies and procedures in all matters relating to human resources. This may involve attending local CIPD events and other relevant CPD training sessions; reading bulletins and local publications and other relevant literature.
- Undertake any other duties appropriate to your skills and ability when required, as specified by Head of Human Resources

The above job description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

Safeguarding:

- All staff have a responsibility to ensure that all school Safeguarding Policies are adhered to, at all times and that concerns are raised, in line with School Policy.
- A commitment to attend suitable training, to support safeguarding and health and safety responsibilities within the school.
- Attendance at specific staff training sessions, or INSET days, in line with safeguarding and health and safety legislation.

Note: Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties which reasonably correspond to the general character of the post and are commensurate with its level of responsible

PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience of working in a fast-paced HR team, providing first level advice on HR policies and procedures, employment law and employee relations issues. • Minimum one year HR admin experience • Ability to keep abreast of developments and changes in associated legislation/guidance 	<ul style="list-style-type: none"> • Knowledge of UK Employment Law
Skills and Abilities	<ul style="list-style-type: none"> • Excellent organisation and communication skills. • Ability to multitask and deal with a range of incoming enquires. • Ability to show sensitivity and objectivity in dealing with confidential issues • Excellent IT skills specifically MS Office; particularly Word, Excel and Outlook. • The ability to work independently and problem solve. • Able to streamline and improve operational processes. • Highly enthusiastic with excellent communication skills. • An eye for detail and accuracy of data • Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school • Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively • Demonstrates professionalism, loyalty and integrity • A diplomatic and patient approach 	<ul style="list-style-type: none"> • Ability to develop innovative ideas and solutions. • Proven experience in enhancing processes and practices; • Presentation skills
Qualifications and Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills 	<ul style="list-style-type: none"> • A CIPD Level 3 as minimum