

## Job Description for the Post of Human Resources Administrator

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### **Job Purpose:**

The Human Resources Administrator provides first-line HR support and general HR administration for Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT), supporting all areas flexibly as required. The role acts as a primary point of contact for HR-related queries and supports all areas of HR operations flexibly.

### **Functional Links**

The HR Administrator will liaise regularly with:

- HR Operations colleagues, HR Business Partners, Payroll, MIS, Finance, and Occupational Health teams
- School and College senior leaders, School Office Managers, and local administrative teams
- Appointed candidates, staff, students, directors, governors, parents, carers, external professionals, agencies, contractors, and visitors.

The postholder is expected to represent the HR department professionally at all times and uphold the values and high standards of OHC&AT.

### **Reporting Relationships**

- The HR Administrator works as part of the HR Operations team, with the HR Operations Team Leader, Senior HR Officer, HR Apprentice, HR Trainee, HR Interns, HR Volunteers.
- The HR Administrator reports to the **Head of HR Operations**.
- In the absence of the Head of HR Operations, the postholder will report to the **HR Operations Team Leader**.

### **Key Responsibilities:**

#### **1. Recruitment Support**

- Administer the end-to-end recruitment process, including drafting adverts, coordinating interviews, sending interview invitations, requesting pre-interview references, conducting document verification checks, drafting and issuing conditional offers, and ensuring accurate filing of all recruitment documentation.
- Confirm budgetary approval for all recruitment requests in liaison with School Office Managers (SOMs), School Office staff, and Central Finance teams.
- Ensure all adverts use the correct Trust template and that the salary, grade, and terms and conditions are accurate and align with OHC&AT policies.
- Advertise vacancies on relevant job boards, ensuring appropriate authorisation is obtained before deviating from standard processes.
- Liaise with recruitment agencies to support the seamless transition of agency workers to permanent employees.

#### **2. Safer Recruitment Compliance Check**

- Conduct safer recruitment compliance check by ensuring all recruitment documentation is submitted to HR as part of clearance checks documents, including:
  - Application Form (signed & dated)
  - Interview Questions & Notes (minimum two sets, signed & dated)
  - Shortlisting and Interview Scoring Grid (signed & dated by all panel members)
  - Test/Tasks results (where applicable)
  - Pre-interview references (if obtained)
  - Suitability to work with children self-declaration form (signed & dated)
  - Conditional offer letter (signed & dated by the appointed candidate)
  - Verify that salary offers align with OHC&AT Pay Policy and escalate any anomalies or concerns to ensure fairness and consistency across the Trust.

### 3. Pre-employment Clearance Checks

- Ensure all required pre-employment checks are fully completed, verified, and approved prior to the employee's start date, in line with statutory guidance *Keeping Children Safe in Education (KCSIE)*, the OHC&AT Recruitment and Selection Policy and Procedure, and the Internal Clearance Checks Guidance. Checks include:
  - ID & Right to Work checks
  - Reference check
  - Full employment history check
  - DBS check
  - Qualification check
  - Medical fitness check
  - Overseas police checks (where applicable)
  - Overseas teacher sanction checks (where applicable)
  - Social media check
  - Prohibition from Teaching/ Management checks
  - Childcare disqualification self-declaration check (where applicable), etc.
  - Review all pre-employment documentation associated with the Disclosure and Barring Service (DBS), flagging any concerns promptly with the appropriate senior manager.
  - Ensure the HR team receives and verifies all compliance documentation before the employee commences employment.
  - Liaise with SOMs, School office staff, Principals, and HR Business Partners (HRBPs) to identify, investigate, and resolve any anomalies or issues arising during the pre-employment checking process.
  - Identify when a visa application or sponsorship is required and escalate this to the appropriate HR team member promptly for action.

### 4. Payroll and Staff Notification Forms (SNFs)

- Draft SNFs and ensure the correct Terms and Conditions are applied.
- Identify payroll and SNF errors, and liaise with Principals, SOMs, and HRBPs to resolve queries, ensuring employees are paid correctly and on time.
- Input payroll data accurately, perform monthly double-checks, and meet payroll deadline to maintain database integrity.
- Ensure the SNF approval process is followed, including obtaining HRBP and Finance Business Partner (FBP) approvals, and document all approval emails for auditing purposes.
- Advise employees and managers on pay-related queries in coordination with the payroll department.
- Carry out holiday adjustment calculations accurately for term-time Leavers as part of Leaver Process.
- Calculate annual leave entitlement accurately for part-year starters, Leavers, and staff on maternity/shared parental leave.
- Review timesheet claims for accuracy and compliance with policies, processing monthly payroll variable as required.
- Calculate any additional payments/allowances as appropriate.
- Process annual pay awards as directed, ensuring accurate recording in iTrent, auditing inputs from schools/college centres, and resolving any anomalies.

### 5. HR Support and HR Administration

- Work accurately and efficiently both independently and as part of the team, prioritising workload effectively and meeting deadlines relating to Payroll and Recruitment.
- Contribute to the monitoring and management of shared inboxes (e.g., HRSupport, Jobs, HR Screening, Employee Benefits) on a regular basis, providing first-line support to ensure staff queries are handled professionally, accurately, and in a timely manner. Escalate more complex queries to the HR Operations Team Leader or Head of HR Operations.
- Assist with the administration of employee benefits, such as salary sacrifice schemes, season ticket loans, and the corporate eye care scheme.
- Provide support with note-taking and document preparation for disciplinary, grievance, capability, and other HR investigations, hearings, and meetings.
- Prepare standard HR letters, including offers, leavers, contract variations, parental leave, flexible working, and payroll-related correspondence.
- Prepare employment contracts and variation letters, ensuring accuracy and timely issuance.
- Maintain accurate and up-to-date HR spreadsheets and trackers, such as Payroll, Job Adverts, Clearance Checks, Fixed Term Contract & Allowance tracker, DBS renewals, and others as required.

- Assist in maintaining the Single Central Records (SCR) for all establishments and undertake all required training to ensure compliance with safer recruitment. This includes support checking of agency staff and contractors' Compliance Forms across the Trust when needed.
- Support Employee and Local SCR Review, providing advice to SOMs, School HR Team, OHC Centre Admin Teams, etc.
- Support the implementation of policies and procedures relating to terms and conditions, including calculating annual leave entitlements, maternity, absence for staff etc., ensuring that consistency is maintained across the College, Central Team, Academies, and affiliates.

## 6. HR System

- Ensure accurate and timely inputting of data onto the HR system, including new starters, leavers, amenders, maternity, paternity, shared parental leave, absence and annual leave, etc.
- Support the production of standard and ad-hoc management reports to assist managers in effective decision-making.
- Maintain accurate and update-to-date records within HR and ICT systems, liaising with the Management Information Services team as required.

## 7. Other General duties

- Provide and promote HR service excellence and foster effective teamwork and business relationships.
- Communicate sensitively with a wide range of people, including colleagues, students (who may communicate through challenging behaviour), external contacts and the public.
- Assist with the induction of new HR staff and support the induction of School Business Managers and School Office Teams, including onsite visits as required.
- Liaise with recruitment agencies to ensure the smooth transition of agency workers to permanent roles and ensure compliance with recruitment checks for all temporary staff.
- Maintain information confidentially, following data protection regulations, and ensure HR operational team records, personnel files, and recruitment records are GDPR compliant.
- Maintain up-to-date knowledge of terms and conditions of employment for Lecturers, School Teachers, Managers, Single Status staff, and other relevant roles.
- Support all aspects of Child Protection and Safeguarding of Vulnerable Adults.
- Promote the Equality, Diversity, and Inclusion policy in all areas of work.
- Support Health, Safety, and Wellbeing initiatives within the workplace.
- Undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
- Carry out all duties in accordance with College, OHCAT and affiliate policies, including the Equality and Diversity Policy, Safeguarding, and Health and Safety Policy.
- Carry out other such similar duties that may be reasonably required by Director of HR, Head of HR, HR Operations Manager, HR Operations Team Leader and HR Business Partners.

### **Additional notes**

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- During school/college visits, you may be asked to support with student-facing duties in emergencies, such as:
  - Supervising students.
  - Leading students to evacuation points.
  - Assisting in searches for missing students.

### **Person Specification for the Post of Human Resources Administrator, Maternity Cover**

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

<b>Area</b>	<b>Requirements</b>	<b>Essential/Desirable</b>
<b>Qualifications/Experience</b>	Proven experience of working within a Human Resources Department.	Essential
	Awareness of issues relating to people with learning difficulties and a willingness to work alongside students who may communicate through challenging behaviour.	Essential
	Demonstrable experience of maintaining accurate manual and electronic records.	Essential
	Possess of a minimum of CIPD level 3 qualification (or equivalent).	Essential
<b>Abilities, Skills &amp; Knowledge</b>	Excellent organisational skills, with the ability to manage workload effectively and meet tight and conflicted deadlines.	Essential
	Highly numerate, ensuring accuracy in payroll calculations, including annual leave, maternity, and term-time only working calculations.	Essential
	Strong communication and interpersonal skills, with the ability to respond professionally to queries over the phone, in person, and in writing. Proven ability in written communication.	Essential
	Excellent ICT skills, including proficiency in Word and Excel for generating reports, presentations, correspondence, and statistical information.	Essential
	Ability to use a human resource information system (database) effectively.	Essential
	Knowledge of employment law and current HR best practice (desirable; maybe developed after employment.)	Desirable
	Knowledge of Local Government or School/Academy conditions of employment (desirable; maybe developed after employment.)	Desirable
	Knowledge of good practice relating to Child Protection and Safeguarding of Vulnerable Adults, including Safer Recruitment (desirable; maybe developed after employment)	Desirable
	Commitment to promoting Equality, Diversity, and Inclusion in the workplace.	Essential
<b>General Requirements</b>	Willingness to travel to other sites across all OHC&AT locations on an ad-hoc basis.	Essential

*Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.*

*Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*