

	<b>JOB DESCRIPTION</b>  <b>HR Administrator</b>
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<b>Position</b>	HR Administrator
<b>Salary</b>	£24,618.00 to £29,010.00
<b>Hours</b>	37.5 hours per week
<b>Full Time Equivalent</b>	Full time, 52 weeks
<b>Contract Type</b>	Permanent
<b>Responsible To</b>	HR Manager
<b>Responsible For</b>	N/A
<b>Location</b>	Either MVPA, MCA, MRA or MPA
<b>Key Working Relationships</b>	Principals, Head of HR, Managers, HR Manager

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. If you want to be part of the team that is improving the future of our students, then read on!

### Job Summary

You will support the delivery of a HR function that adds value to the Federation. You will provide HR administrative support at your specific school working closely with the Principal and managers to ensure that the Federation and its staff achieve Sir Clive Bourne's dream. You will provide an effective and efficient recruitment service in line with Federation guidelines. You will process contractual variations, provide accurate and reliable management information in support of decision making and routinely ensure that data is accurate, up to date and entered on HR systems and files.

### HR Administrator Duties and Responsibilities

#### Recruitment

1. Manage the recruitment process, from advertising to arranging and scheduling interviews & tasks, managing the recruitment day for a designated academy, assisting colleagues with commensurate work to cover peaks, leave & absence.
2. Prepare contracts of employment for staff for approval by the Principal.
3. Keep the internal recruitment management system up to date.
4. Liaise with recruiting agencies and advertise vacancies on the Federation website, DfE (Teachers), TES, Guardian and any other requisite external agencies & advertisers.
5. Maintain recruitment listings on the Federation's websites and in liaison with external agencies, building professional relationships.
6. To notify IT, Data Services & Premises managers on Onboarding & Offboarding of staff to ensure the appropriate allocation and reclamation of Federation kit and equipment and access to federation systems.

#### HR Administration

7. Manage absence records and produce reports for managers and where necessary highlight areas of concern to the Head of HR / ER Manager.
8. Process LOA, maternity and paternity, flexible working and CPD applications
9. Produce HR documentation using federation templates, and file all HR records using the established resources and directories.

10. To coordinate the probation process for new staff in liaison with federation managers, ensuring reminders are issued within appropriate timescales and advising senior staff of any issues with process compliance.
11. Manage all administration associated with off-boarding of staff including ensuring that Federation properties such as badges, keys and IT equipment are returned.
12. Update & maintain staff files and the HR filling system, regularly archiving files in line with the Federation policy on records retention.
13. Update and maintain the HR database by ensuring staff information is entered accurately.
14. Liaise with Payroll on new starters, leavers and changes on payroll and benefits matters.
15. Primary contact for day to day HR enquiries on recruitment, benefits, policies and processes, etc.
16. Support the Head of HR, HR Consultant & ER Manager with project work.
17. To produce annual Pay Statements for all staff ensuring accuracy and timely distribution.
18. Monitoring and bring forward of time delimited contract variations.
19. Absence management reporting.
20. Provide accurate & up to date staff lists.
21. Liaison with IT Services & Data Services for Onboarding & Offboarding of staff to ensure the appropriate issue and reclamation of Federation kit and equipment.
22. To ensure that data relating to the School Workforce Census is accurately entered onto the Federation HR Management system in a timely manner, and that Principals sign off records for their academy.
23. Support the Risk Assessment process by arranging appointments and maintaining the relevant documents on staff files with particular reference to pregnancy and major health conditions.
24. To support the ER Process by making OH Referrals, establishing liaison between OH and GPs and advising staff on employee assistance programmes.
25. To support senior HR Staff with the drafting of information for reports to the executive and governors.
26. To produce & distribute agendas and minute meetings.
27. To advise staff and managers on KIT days for maternity staff.
28. To assist with ad hoc requests for information from staff at the designated academy, referring matters to senior staff where necessary.

### **Safeguarding**

29. Enrol new staff on the online safeguarding course and follow the Federation's escalation process for those that miss the deadline.
30. Update and maintain the Single Central Record, meeting termly with principal for sign-off.
31. Administration and recording of all pre-employment checks for new staff including DBS, ISI, DfE and UKBA recruitment compliance checks and references.
32. Obtain appropriate documentation from all Governors, third party workers, casual staff, volunteers and contractors attending site to ensure that safeguarding, proof of domicile and right to work checks have been scrupulously conducted and recorded.

I confirm I understand and accept the duties and responsibilities associated with this role:

**SIGNED on behalf of The Federation:**

**SIGNED by the employee:**

Signature:

Signature:

Name:

Name:

Date:

Date:

## JOB DESCRIPTION

### HR Administrator

Essential or Desirable	Person Specification Requirements	Assessment Criteria		
		Interview	Application form	Task
Experience		Y	Y	
E	Relevant experience of working in a busy HR office	Y	Y	
D	Conversant with, and an advocate of, HR best practice	Y	Y	
E	Ability to use initiative and prioritise work	Y	Y	
E	An ability to understand and comply with procedures & legislation relating to confidentiality & GDPR	Y	Y	
E	Ability to work independently and part of a team	Y	Y	
E	Understanding of effective recruitment processes	Y	Y	
D	Understanding of employment law, including the Equality Act 2010	Y	Y	
Education & Qualifications			Y	
D	A HR Qualification (CIPD)		Y	
IT Knowledge			Y	
E	Must be adept in Microsoft Office		Y	
D	Experience of working with iTrent		Y	
D	Experience of working with SIMS & other school-based software		Y	
Behavioural Competencies		Y		Y
E	Excellent written & verbal communication skills, & the ability to utilise these effectively with diverse audiences	Y		Y
E	Consistent ability to meet deadlines & produce high calibre work	Y		
E	Professional integrity & high levels of motivation & commitment	Y		
E	Proactive attitude & efficient time management & prioritisation skills	Y		Y
E	Genuine interest & passion for education & the ability to contribute more widely to the life & community of the Federation	Y	Y	
E	Customer focused with excellent customer care skills	Y	Y	
Applicable to All Staff		Y	Y	
E	Undertake training as required to fulfil the requirements of the role	Y	Y	
E	Support the federation’s objectives through your actions & attitude, including adjusting performance & practice in accordance with Mossbourne’s initiatives and findings	Y	Y	
E	Recognise your role as part of the succession of Mossbourne	Y	Y	
E	Play an active role in terms of safeguarding all students and adults	Y	Y	

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.