



SECKFORD EDUCATION TRUST JOB DESCRIPTION

HR ADMINISTRATOR

Line Managers job title:	Assistant HR Director
Salary:	Point 7-11 Of the Support Staff Scale FTE: point 7 £24,294 – point 11 £25,979 per annum Pro rata (point 7 £19,697 – point 11 £21,064) per annum
Tenure:	Permanent
Contract type:	52 weeks
Hours per week:	30 hours
Location	SET Felix Primary, Felixstowe

THE POST

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of the Trust as a HR Administrator.

Reporting to the Assistant HR Director, the postholder's primary role will be to provide administrative support to the Trust Administration Manager along with supporting the day- to-day compliance and vetting for staff and non employed personnel.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a HR Administrator are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication

- on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and previous experience required of the HR Administrator are:

- Have a sound track record of good quality administration and be proficient in ICT database and software systems, particularly Microsoft Office, Access, Excel and Word;
- Experience of an HR or education environment would be beneficial, but not a requirement;
- Previous experience of the MHR iTrent MIS would be an advantage, but full training will be provided.

JOB SPECIFICATION

General Responsibilities

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Liaise with the Trust Admin Manager regarding job vacancies to organise job adverts as directed
- Organise adverts for the staff boards and advertise internally on school email
- Set up new starters on the staff database and update with compliance data during the vetting process
- Send out new starter induction training and ensure completion, and update the training records
- Work with the Trust Admin Manager to support the vetting process of new

starters; ensure all new starters are approved to start prior to their start date and update the new starter forms in the personnel file.

- Support Trust Admin Manager will all aspects of administration
- Work closely with payroll, audit and run reports
- The post-holder shall undertake other duties and responsibilities as the line manager may reasonably require.

HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	30 hours across 4 days
Normal working Pattern	8:30am-4:30pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Annual leave entitlement	<p>Until 31st March 2024</p> <p>Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years' service.</p> <p>From 1st April 2024</p> <p>Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.</p> <p>Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.</p>

REMUNERATION

- Point 7-11 of the Support Staff Scale
- FTE: point 7 £24,294-point 11 £25,979 per annum
- Pro rata (point 7 £19,697 – point 11 £21,064) per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.