

(Revised 08/25)

JOB DESCRIPTION

Title: HR Administrator

Reports to: HR Administration and Recruitment Lead

Salary Grade: Grade 5, SCP 9 - 17 (£26,409 - £30,060)

Hours of Work: 37 Hours (full-time), all year round, 52 weeks per year (with some requirement to work occasional out of hours)

Primary place of work: The Rock Centre, Walsall with hybrid working at other Trust offices, schools and home working to suit the needs of the Trust and ensure effective and efficient delivery of a centralised HR Service.

Key responsibilities

General:

- Provide a professional, efficient, confidential, and proactive HR and Recruitment Service.
- Deliver excellent customer service at every opportunity and throughout the employee lifecycle.
- Produce quality work that meets deadlines, is accurate and professionally presented.
- Ensure compliance with all Trust HR policies and procedures, seeking further advice from the HR Advisor or HR Administration and Recruitment Lead when required.
- Be a first point of contact for HR related enquiries.
- Keep abreast of changes in employment law, Keeping Children Safe in Education and HR best practice, attending training to maintain accurate knowledge to fulfil the requirements of the role.

Recruitment, Selection and Pre-employment

- Ensure compliance and adherence to safer recruitment practices and policies for the on-boarding of all new employees and Governors.
- Complete and update the Single Central Record in accordance with Keeping Children Safe in Education guidelines.
- Assist with all administration relating to the recruitment, selection, and onboarding processes.
- Prepare offer letters, contracts, contract variation letters as required always ensuring accuracy and attention to detail.
- Schedule probationary review meetings where required.
- Keep an updated catalogue of job descriptions and person specifications.
- Update and maintain the recruitment tracker, SIMS, Neo-iTrent and associated systems to ensure all data is relevant and up to date.
- Ensure all pre-employment checks are completed efficiently and effectively; regularly updating the recruitment checklist and trackers updated, as necessary.

Staffing and Payroll

- Submit and complete timely and accurate monthly payroll data and information as required.
- Support with the provision of staff absence data.
- Aid with the administration process for Pay reviews, when required.
- Assist with new starters and leavers administration.
- Maintain accurate absence data

- Aid with the preparation and issuing of documentation relating to absence management meetings.
- Aid with the preparation and action plan of Occupational Health Referrals and reports

HR Administration

- Provide timely and accurate HR management information as and when required.
- Ensure all HR data and systems, including staff i-trent personnel records, are maintained accurately and in line with all policies, procedures and any legal and statutory requirements.
- Provide HR admin support at any formal HR Meetings e.g. drafting invite letters, taking minutes/notes, compiling hearing packs, as required.
- Support the HR leadership team with delivery of the HR workplan.
- Assist the with the production of any statutory returns as required.
- Manage all live personnel files and HR archive files and records in accordance with the Trust Retention and Data Protection/GDPR Policies and procedures.
- Provide general HR administration support in the updating of documentation e.g. recruitment packs, policies, forms etc.
- To engage in HR team meetings and aid and support all departmental initiatives and strategies.

General Information:

- The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties at the request of the HR Lead and Headteachers, appropriate to the remit.
- The above principal responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of yourself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

PERSON SPECIFICATION

Job Title:	HR Administrator
Grade: 5, SCP 9 - 17 Salary: (£26,409 - £30,060)	Location: The Rock Centre, Walsall with hybrid working at other Trust offices, schools and home working to suit the needs of the Trust and ensure effective and efficient delivery of a centralised HR Service.

Criteria	Essential	Desirable
Qualifications & Training <ul style="list-style-type: none"> Minimum CIPD Level 3 HR Essentials or Level 3 Diploma in Skills for Business HR or equivalent professional HR qualification or working towards qualification. Degree or equivalent professional qualification. Fully qualified CIPD member with evidence of continuous professional development. Student or Associate Member of the CIPD. 	✓	✓ ✓ ✓
Experience <ul style="list-style-type: none"> Significant HR administration experience and support. Experience of working in an educational setting in a HR Department. Experience of providing efficient and effective admin support with note taking during sickness absence, capability, disciplinary and grievance matters. Experience of working as part of an effective team. Some awareness of immigration legislation. Some experience of working with trade unions. Experience of working in collaboration with stakeholders to meet business needs. Experience of collating and producing data and management reports for KPI monitoring and business performance purposes. Experience of being the first point of call for HR related enquiries. Experience of dealing with sensitive information in line with GDPR and Data Protection regulations. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
Skills, Knowledge and Abilities <ul style="list-style-type: none"> Ability to work under pressure and flexibly in order to meet competing demands, that are time critical. Strong interpersonal and communication skills, including sensitivity and the ability to influence others, when necessary. Strong numerical skills and the ability to interpret data. Literate and able to compile clear reports, correspondence and other documentation. Up to date knowledge of employment legislation and its application. Ability to support in the development and implementation of effective HR systems. Strong and competent in IT and producing data for analysis. A sound understanding of safeguarding legislation and Keeping Children Safe in Education. Ability to autonomously use own initiative. Able to work collaboratively in a team environment. Excellent attention to detail and accuracy. Ability to contribute to policy development. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓

<ul style="list-style-type: none"> • Ability to collect, collate and analyse information to enable informed decisions to be made. • A good understanding of GDPR regulations/Data Protection responsibilities and how they are implemented within a HR environment. • Some knowledge and experience of providing admin support to HR Advisors, HR Administration and Recruitment Lead and managers through organisational change, redeployment, restructure, etc. • Able to escalate to the relevant senior manager any disclosures and safeguarding matters, as necessary. 	<p>✓</p> <p>✓</p>	<p>✓</p>
<p>Other Attributes & Qualities</p> <ul style="list-style-type: none"> • Committed to the maintenance of confidentiality, discretion, diplomacy and professionalism at all times. • Ability to be impartial and objective. • Committed to equality, diversity and inclusion. • Committed to your personal and professional development. • Committed to safeguarding in accordance with Keeping Children Safe in Education. • Self-motivated and proactive with a solution driven approach to work. • Flexible and adaptable and willingness to work across sites within the Mercian Trust. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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