



Job Description

Job Title: HR Administrative Assistant
Grade: B1 (4 – 6)
Reporting to: HR Advisor

Job Purpose:

To be responsible for delivering a high quality and efficient service, providing a range of support on HR, Recruitment and administrative matters within the trust establishment.

Main Duties:

- Compiling and maintaining appropriate statutory and non-statutory records, inputting data, and producing accurate reports, liaising effectively with the Trust's central HR team and the wider Trust staff contacts.
- Administration of general personnel matters including the onboarding and offboarding of staff, contract changes and additional payments via the Extranet Portal, liaising with the payroll Business Support Centre (BSC) to resolve any queries.
- Administration of the Administrator Self Service (AdSS) system to directly input payroll related data such as sickness, leave of absence and variations to pay.
- Dealing with staff queries relating to all contract and pay issues, liaising with BSC and the HR team as appropriate.
- Maintaining an up-to-date knowledge of relevant wage code types and any BSC changes.
- Maintaining staff personnel files ensuring compliance.
- Support with the collating and storing of records applicable to the SCR.
- Assisting with the completion and submission of forms and statistical reports etc. for internal and external agencies, academy governing bodies etc. Collating and preparing information from a variety of sources to produce reports such as those relating to staff data etc. Maintaining confidential staff records, including electronic record systems.
- Supporting the Senior Leadership Team in providing confidential, accurate transcribing, word processing and office administration services.
- Assisting with creating dashboard access to toolkits and guidance documentation.
- Use IT applications and databases effectively to deliver administrative tasks, and to input and retrieve data using computerised systems including Word, Excel and AdSS payroll.
- Administer and promote the trust Specsavers & Cyclescheme to include setting up salary sacrifice payments.
- Support the wider administration team as required and undertake any other duties as reasonably directed by the HR Advisor, including providing cover in the absence of academy HR administrators where necessary.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.

GORSE

- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
<ul style="list-style-type: none"> 5+ GCSE C/4 and above (or equivalent) including English and Mathematics. 	E
Knowledge and Skills	E/D
<ul style="list-style-type: none"> Good communication and interpersonal skills. 	E
<ul style="list-style-type: none"> Good numeracy, literacy and ICT skills. 	E
<ul style="list-style-type: none"> Flexible approach with the ability to prioritise and work on own initiative as well as part of a busy administration team. 	E
<ul style="list-style-type: none"> Good organisational and time management skills, including the ability to work to deadlines. 	E
<ul style="list-style-type: none"> Proficient in Microsoft Office applications, especially Word and Excel. 	E
<ul style="list-style-type: none"> Ability to work under pressure and remain calm and friendly in all situations. 	E
<ul style="list-style-type: none"> A sense of responsibility and confidentiality. 	E
<ul style="list-style-type: none"> Positive and encouraging. 	E
<ul style="list-style-type: none"> Co-operative, willing, reliable and trustworthy. 	E
<ul style="list-style-type: none"> Some basic knowledge and understanding of the school system. 	D
Experience	E/D
<ul style="list-style-type: none"> Experience of working in an office environment. 	E
<ul style="list-style-type: none"> Experience of working in a school environment or of working with young people. 	D
Continuous Professional Development	E/D
<ul style="list-style-type: none"> Evidence of commitment to Continuing Professional Development. 	E
Other Conditions	E/D
<ul style="list-style-type: none"> Enhanced DBS Clearance. 	E

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