



JOB DESCRIPTION

Post: HR Administrator

Reporting to: HR Advisor

Role Purpose:

The HR Administrator will provide a supporting role for a range of administrative and practical HR services to support the effective and efficient running of the department within the Academies. Providing routine HR advice and processing transactional HR matters in a busy department on a full range of generalist HR issues including recruitment, starters and leavers, payroll changes. To promote the highest standards of service delivery for all aspects of this role. This role will involve a high level of confidentiality, communication and sensitivity.

Role Tasks:

- Carry out the administrative processes relating to recruitment and other staff changes, including the placing of adverts, applicant tracking and on-boarding, collating and monitoring new starter information for pre-employment checks including references and DBS checks
- Follow the administration processes for Starters and Leavers ensuring all stakeholders are provided with accurate and current information
- Issue offer letters, contracts of employment, probation reviews and any changes to terms and conditions ensuring compliance in terms of safer recruitment, UL guidelines and other relevant legislation
- Track staff absence and provide Line Managers with support and guidance in respect of the Absence Policy.
- Maintain all staff files, ensuring accurate information is retained and managing the retention of employee documents and records in line with GDPR obligations.
- Provide HR information for reference requests
- Be responsible for the probation review and tracker system for all new starters to provide timely reminders to Line Managers in compliance with the UL Probation Policy
- Preparation of monthly payroll data and the entry of data on to the central office HR system (iTrent)
- Be responsible for the Single Central Record ensuring all data is current, accurate and compliant to UL and Government legislations
- Provide first level support and guidance on staff issues such as maternity and paternity, disciplinary matters, grievance procedures, pay and conditions, performance management and provide appropriate management information, escalating to the HR Advisor or Cluster HR Manager where appropriate
- Administer and assist with the PDR process for staff, including tracking of staff appraisal records
- Maintain and update staff job descriptions
- Provide management information and reports as requested
- Responding to HR enquiries via telephone, email and face to face
- Attend United Learning HR Community meetings

Safeguarding

- Undertake regular safeguarding training as required



- Ensure that statutory and Ofsted requirements for Safeguarding are met
- To promote the safeguarding of young people

General Responsibilities

- Contribute to the overall ethos / work aims of the academies
- Provide a courteous reception to staff, young people and visitors
- Help to foster and enhance strong links with local, national and global business and education providers to support and develop opportunities for the school
- Participate in training and other learning activities as required
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Attend meetings as and when required
- Undertake any other duties as specified by the HR Advisor, Cluster HR Manager, Principal and SLT.