

Role Profile: HR and Payroll Administrator
Salary: NJC7-13
Reporting to: Human Resources Manager

Important Functional Relationships:

Internal - Staff within Wave Multi Academy Trust

External - Principals and other academy-based staff, recruitment agencies and other external providers

Our Values:

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave Multi Academy Trust empower young people to succeed, these are the values we are looking for when we seek new staff.

Main purpose of Job

- To provide administrative support across the Trust with a particular focus on the HR team, maintaining confidentiality and high professional standards at all times

Duties and responsibilities

- To support the HR Officer with the onboarding processes for all new joiners including pre-employment checks, DBS checks and references.
- To support the HR Officer with existing staff DBS checks, training request tracking and various other administrative tasks.
- To support the Payroll Officer with expenses checks, overtime checks and other payroll related administrative tasks.
- To provide effective and efficient administration processes in line with the Trust's Safer Recruitment processes.
- To provide excellent customer care and to always be welcoming and ensuring there is a customer focus and added value service
- To support the Trust Admin Team as and when required, e.g telephone queries, data input, email queries, routine correspondence

- To ensure all written documentation including, emails, letters and contracts are accurate and contain the correct information and the content is suitable for the recipient to receive.
- To provide a wide range of high quality administration duties to internal and external stakeholders operating across the Trust
- To complete any other tasks commensurate with the post

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of using a wide range of office equipment and information systems in an administrative environment • Excellent written & verbal communication skills • Good level of IT skills 	<ul style="list-style-type: none"> • Experience within education • HR and/or Recruitment administration experience
Education & Training	<ul style="list-style-type: none"> • GCSE Grade C/Level 4 in Maths and English, or equivalent 	<ul style="list-style-type: none"> • Further qualification relevant to post
Special Knowledge & Skills	<ul style="list-style-type: none"> • Robust self-management skill • Able to work under pressure • Ability to work on own initiative & within a team. Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues • Able to work accurately and with attention to detail • Good interpersonal skills • Ability to build effective working relationships with a wide variety of individuals • Proven excellent oral and written communication skills 	
Any Additional Factors	<ul style="list-style-type: none"> • Regular access to a car • Current driving licence • Motor insurance certificate with Business use; • Strong team player 	