



Cathedral Schools Trust
CST HR and Recruitment Administrator
Job description

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| Job title | CST HR and Recruitment Administrator (Maternity Cover) |
| Location | The CST central office is based at St Katherine's School in Pill. The CST central team operates a hybrid working system with a flexible working approach to being in the office which can be discussed at interview. |
| Salary and Working Pattern | <p>Pay range of SCP 19 - SCP 24 [1.0FTE £26,167 - £29,777] 20 hours per week across 4 days year round (0.533FTE) Pro-rata salary at 0.533FTE [£13,955 - £15,881]</p> <p>Flexibility in hours, days and weeks worked considered for the right candidate</p> <p>Start Date: 1st January 2025 until 31st December 2025, or the earlier return of postholder.</p> <p>As the Trust continues to grow, there may be the opportunity for this contract to be extended further.</p> |
| Role Summary | <p>This new role has been created due to the reallocation of responsibilities within the HR team, covering the maternity leave of one of the senior members of the team.</p> <p>The successful candidate will be an integral part of the Cathedral Schools Trust (CST) central team, providing efficient and timely administrative HR and Recruitment support to both the central team and all schools within this successful and growing Trust.</p> |

Key Accountabilities

Operational HR and Recruitment

HR and Recruitment

The tasks required will be many and varied but are likely to include the following:

- To assist in organising all aspects of staff recruitment of both teaching and support staff from advert to appointment as directed across iTrent and various recruitment portals
- To take responsibility for the HR inbox, monitoring, assigning and responding
- To keep the letter tracker updated and to assist in drafting letters and contracts for all staff across CST and sending as required
- To draft and send the monthly HR Newsletter
- To take responsibility for the central CST DBS checks ensuring all relevant employment and safeguarding checks have been carried out.
- To make and receive telephone calls and emails, take messages and make various communications with staff, Trustees and outside agencies as necessary in a professional, friendly and efficient manner.
- To take responsibility for maintaining the central team personnel files
- To take responsibility for the training and professional development records for all central staff including proactively managing the administration of safeguarding training.
- To take responsibility for onboarding central team members
- Update the Central team Employee Handbook
- To send, monitor and analyse the exit questionnaires
- To set up meetings and meet and greet visitors.
- To undertake any administration tasks, typically to include: writing, typing up and issuing of letters, emails and documents; preparing high level reports and policies; taking notes in a variety

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| | <p>of HR meetings; ensuring that important information is issued; collating reports; photocopying.</p> <ul style="list-style-type: none"> • To uphold and promote the ethos of the Trust at all times. • In addition there will be a requirement to support the wider administration of the Trust at key points in the year. |
| Key Outcomes | <p>Ensure the Trust operates excellent Human Resource and Recruitment Management including:</p> <ul style="list-style-type: none"> • Assisting with answering queries from staff within our schools and external agencies. • Supporting communication within the Trust for personal and general HR matters, e.g. letters and contracts, HR newsletter. • Supporting the recruitment within the central team. • Supporting Safeguarding within the central team by monitoring and updating required checks and training. • Ensuring that accurate personnel records for the central team are maintained and information passed on as necessary. |
| <p>This job description contains many items which are shared across the wider HR and recruitment team. The postholder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post but it is important to recognise that the team works closely and supportively to adapt our priorities to the needs of the organisation. As our organisation grows the job description will adapt in response to that growth.</p> | |
| Skills / Experience / Qualifications | See Person Specification |
| Reporting to | CST HR and Recruitment Advisor |
| Safeguarding | <i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i> |

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world.

Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

Notes: The duties outlined in this job description may be modified by the Chief Executive Officer with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.