HR Coordinator Role Description

Role Introduction

To provide forward thinking and professional HR administration across the Trust supporting the central team and all Trust schools.

The Administrator should carry out their duties in line with the seven principles of public life (Nolan principles).

PRINCIPAL RESPONSIBILITIES

* Monitor usage of and maintenance of Trust HR and Recruitment systems
* Coordinate Trust wide recruitment
* Set out and monitor new starter and leaver processes
* Carrying out exit interviews reviewing feedback with line managers
* Completing pre-employment checks
* Providing guidance on staff contract changes
* Handling HR queries from employees
* Provide HR advice in line with Trust policies
* Liaising with external HR partner as appropriate
* Analysing HR data, such as staff absence, CPD and wellbeing
* Undertaking absence management meetings
* Support in enhancements to the Trust’s wellbeing offering
* Drive improvements to the HR processes across the Trust
* Maintain accurate HR records in system and electronic HR files ensuring compliance with GDPR
* Assist in ensuring the Trust complies with its statutory requirements
* To prepare and type minutes of meetings attended
* Keep up to date with HR legislation and review alongside Trust policies
* Support in the writing, maintenance and distribution of policies
* Perform such other tasks as may be determined from time to time.

Experience and Skills

* Desirable: CIPD qualified (Level 5) (or equivalent) or qualified by experience
* Experience in dealing with absence management, recruitment and HR policies
* Strong customer care skills and a personal commitment to excellence in service delivery
* The ability to communicate effectively in both speech and writing and translate complex information into easily understood guidance
* Good written communication skills
* Strong interpersonal skills
* Strong time management
* Excellent organisational and presentation skills, timekeeping and a professional attitude and appearance
* Commitment to the development of the effective use of ICT
* Commitment to personal and professional development

Hours

The role requires, and we offer, flexibility in delivering the weekly 37 hours on a term time only contract of 39 weeks (which includes inset days) or 30 hours per week over 52 weeks (with holiday allowance).

The hours will be flexibly agreed with your line manager.

This is a one year fixed contract that may lead to a permanent position.

Location

The main place of work will be the Trust offices in Ellesmere Port, but you may be required to work at any of the Trust’s present and future sites that are within reasonable travelling distance, notably to fulfil your duties. You will also be able to work at your home address, but this is subject to the needs of the Trust and as agreed with your line manager.

Pay

The salary for this role will be from Grade 8 depending on experience. This is equivalent to £34,315.69 for a full-time role.

*Concordia Multi Academy Trust is committed to safeguarding and promoting the welfare and safety of pupils. The successful applicant will be subject to stringent vetting procedures including an enhanced DBS check, section 128 check and satisfactory references.*

*Concordia Multi Academy Trust are committed to* equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.