| **Job Title: TLT HR Administrator** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Education and Qualifications** |
| Relevant professional qualification: Associate/Chartered CIPD Level 5 / Admin qualification |  | ✔ |
| Educated to degree level or equivalent  |  | ✔ |
| Educated to A level or equivalent | ✔ |  |
| **Experience** |
| Demonstrable experience of delivering effective HR systems and procedures in a multi-site environment  |  | ✔ |
| Experience of case management including disciplinary, grievance and capability processes | ✔ |  |
| Experience of advising staff on a range of general HR issues or application of policies | ✔ |  |
| Experience of using third party contracts to deliver outsourced HR & Payroll services |  | ✔ |
| Experience of working in the education sector |  | ✔ |
| **Knowledge and Skills** |
| Sound knowledge of core HR policies and procedures and able to share best practice | ✔ |  |
| Ability to coordinate a complex range of tasks with varying deadlines at operational level | ✔ |  |
| Accuracy and attention to detail, thorough and diligent in getting the job done | ✔ |  |
| Clear communication skills, written and oral, including the ability to negotiate effectively | ✔ |  |
| High level organisational skills, with the ability to respond appropriately to conflicting demands and expectations | ✔ |  |
| Competent in the use of Microsoft Office and / or Google suites, and able to learn new software systems | ✔ |  |
| Excellent admin and data input skills and able to process quickly and accurately | ✔ |  |
| Possess a full driving licence and have use of a vehicle for business purposes  | ✔ |  |
| Knowledge of TUPE legislation and the associated HR responsibilities and liabilities |  | ✔ |
| Knowledge of GDPR Data Protection legislation |  | ✔ |
| **Personal Attributes** |
| Able to operate with the highest standards of personal/professional conduct and integrity | ✔ |  |
| Work in accordance with the Trust’s values and behaviours | ✔ |  |
| Sound judgement and decision maker – confident in using own initiative | ✔ |  |
| Ability to build successful working relationships with a wide range of people at all levels | ✔ |  |
| Eligible to live and work in the UK | ✔ |  |
| Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust | ✔ |  |
| A commitment to safeguarding and promoting welfare of children and young people | ✔ |  |