

**JOB DESCRIPTION**  
**HR Recruitment and Administration Officer**



Grade: Scale 4  
Salary: £25,119 - £26,421  
Responsible to: Employee Support Team Manager

**Overview**

- To manage the HR element of Payroll, ensuring all pay changes are made correctly and in a timely manner.
- To ensure all new contracts of employment and contract changes are issued in a timely manner, in line with EMET policy.
- To complete all administrative elements of the recruitment process, including placing adverts in line with EMET policy.
- To maintain the Single Central Record for all schools and the central team within the Trust.

**Duties and Responsibilities**

1. Be the first point of contact for schools in the Trust on all matters related to payroll and recruitment.
2. Ensure accurate details are entered on the Payroll system in a timely manner for all new starters and existing staff with pay changes.
3. Ensure all timesheets are entered on the Payroll system in a timely manner.
4. Provide accurate contracts and pay change letters, adhering to EMET policy and relevant legislation.
5. Manage the continuous service data to ensure all staff receive appropriate pay and annual leave as service increases, in line with the EMET Leave of Absence & Annual Leave Policy.
6. Manage all Maternity, Paternity, Adoption and Shared Parental Leave applications.
7. Log sickness absences in line with the Trust's Managing Attendance of School Staff policy.
8. Monitor staff absences and notify the HR Manager when individuals reach pre-determined triggers.
9. Support schools with the recruitment process, advising on appropriate wording for job descriptions and adverts, in line with EMET policy and best practice.
10. Administer the recruitment process using the HireRoad system.

11. Add all job adverts to the EMET website and any external vacancy pages.
12. Provide offer letters to successful candidates, including details about pre-employment medicals and DBS checks.
13. Provide accurate annual salary statements for all Trust employees.
14. Complete mortgage and lettings agency reference requests.
15. Provide management information, as required.
16. Attend Trust meetings, as required.
17. Ensure that all Trust HR policies are observed and implemented consistently and in line with legislation, DfE guidance and good HR practice.
18. Ensure that accurate HR records are maintained and held in line with GDPR requirements.
19. Undertake any other duties, which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined.

Signed: .....
Date: .....

**PERSON SPECIFICATION**  
**HR Recruitment and Administration Officer**



<b>Qualifications</b>	
GCSE A*-C English and Maths, or equivalent	Essential
CIPD Qualification	Desirable

<b>Training</b>	
HR	Desirable

<b>Knowledge</b>	
Awareness of child protection and safeguarding procedures	Essential
Awareness of GDPR	Essential

<b>Experience</b>	
Setting up and management of administrative systems	Essential
Working within HR	Desirable
Work in schools, academies or colleges	Desirable

<b>Skills</b>	
Ability to develop and maintain effective and efficient HR administration systems	Essential
Ability to accurately input data and provide clear reports	Essential
Good working knowledge of Microsoft Office, including word and excel	Essential
Attention to detail	Essential
Ability to communicate effectively with people at all levels by telephone, face to face and in writing	Essential
Ability to maintain confidentiality	Essential

<b>Qualities</b>	
Ability to work with accuracy under pressure	Essential
The ability to manage conflicting priorities	Essential
Well organised	Essential
Reliable	Essential
Suitable for work with children	Essential