



JOB DESCRIPTION

Job Title: Human Resources (HR) Administrative Officer (Central team)
Grade: C1 (SCP 12-17)
Reporting to: HR Business Partner
Working with: HR Director, central HR team, leaders, managers, and the GORSE HR network

Role Overview

The HR Administrative Officer provides essential administrative support to the Central HR Team, ensuring the smooth and compliant delivery of HR services across trust academies. The role focuses on high-quality HR administration, including recruitment support, onboarding, contract management, maintaining accurate HR records, and assisting with payroll processes. By upholding safeguarding, policy, and data-protection standards, the HR Administrative Officer helps ensure a consistent, professional, and responsive HR service for staff and leaders across the trust.

Central HR Support

- Assist in the day-to-day administration of HR services, ensuring timely and accurate processing of HR documentation.
- Maintain secure and compliant HR records in accordance with data protection legislation.
- Respond to HR queries from staff and managers across the HR Network, signposting to policies and procedures as required.
- Support the Central HR Team with trust-wide HR initiatives and projects

HR Compliance and Policy Guidance

- Ensure HR processes comply with employment legislation, trust policies, and statutory safeguarding requirements, including Safer Recruitment and Keeping Children Safe in Education (KCSIE).
- Conduct structured HR audits and compliance checks across trust establishments.
- Assist in the implementation and communication of updated HR policies and procedures.

Recruitment, Onboarding, and Talent Management

- Provide compliant, standardised recruitment materials for use across trust establishments.
- Ensure adverts, job descriptions, and person specifications meet trust standards for accuracy, consistency, and safeguarding.
- Ensure correct approvals are in place for recruitment and contract variation processes, in line with trust policies
- Support trust establishments in preparing recruitment packs, before uploading them to the trust website and other advertising platforms.
- Liaise with prospective applicants, offering clear and timely responses to enquiries.
- Ensure vacancies are removed from advertising platforms promptly.
- Assist with interviews as needed, ensuring adherence to safer recruitment practices.
- Issue offer letters and variation letters in line with trust policies.
- Support the management of employment contracts for trust establishments and the central team
- Support onboarding and induction processes to ensure a positive and smooth start for new employees in the trust.
- Maintain accurate records of probationary reviews and performance appraisals.

Administrative and Systems Support

- Maintain and update HR systems, ensuring accuracy, confidentiality, and data integrity.
- Support payroll processes through timely and accurate submission of HR data, including contractual changes, new starters, leavers, and absence information.
- Manage and promote employee benefit schemes, including setting up salary sacrifice payments.
- Assist with training administration and coordinate the booking of relevant courses.
- Provide administrative support for employee relations matters, including the confidential and accurate transcription of meetings and preparation of documentation.
- Support the broader HR network as needed and undertake any other duties reasonably directed by the HR Business Partners, including providing cover for trust establishment HR administrators when required.

Personal Responsibilities:

- Holding positive values and attitudes and adopting high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and the trust values of diligence, integrity, rectitude, and kindness.
- Carrying out the duties and responsibilities of the post in accordance with GORSE's Health and Safety Policy and relevant health and safety guidance and legislation.
- Forming positive professional relationships and working in partnership with colleagues throughout GORSE.
- Willingly engaging in training as required.
- Treating all aspects of the role with the strictest confidentiality.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity, and data protection, reporting all concerns to an appropriate person.

Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references, and a six-month probationary period.
- Occasionally, there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contributing to the overall ethos, work, and aims of GORSE.
- GORSE operates a no smoking/vaping policy.

PERSON SPECIFICATION

| Criteria | Essential/ Desirable |
|---|---------------------------------|
| Qualifications | E/D |
| • 5+ GCSE C/4 and above (or equivalent) including English and Mathematics. | E |
| • Minimum Level 3 qualification, or working towards, in Human Resources, preferably CIPD qualification. | E |
| • A full clean driving license and access to a car as this role is based across multiple sites. | E |
| Knowledge and Skills | E/D |
| • Skilled in keeping accurate records, working under pressure, and maintaining confidentiality. | E |
| • Excellent interpersonal, organisational, and communication skills. | E |
| • Strong numeracy, literacy, and ICT skills. | E |
| • Flexible, able to prioritise tasks, and work independently or as part of a busy team. | E |
| • Highly organised with strong time management skills, capable of meeting deadlines. | E |
| • Proficient in Microsoft Office applications, especially Word and Excel. | E |
| • Works well under pressure while remaining calm and friendly in all situations. | E |
| • Responsible and discreet with confidential information. | E |
| • Positive, encouraging, and supportive. | E |
| • Cooperative, willing, reliable, and trustworthy. | E |
| • Basic knowledge and understanding of the school system. | D |
| Experience | E/D |
| • Experience of working in a busy office environment. | E |
| • Experience of working in a school environment. | D |
| • Experience of databases | D |
| Continuous Professional Development | E/D |
| • Evidence of commitment to Continuing Professional Development | E |
| Other Conditions | E/D |
| • Enhanced DBS Clearance | E |

This job description provides a comprehensive overview of the responsibilities and qualifications for the role of Human Resources (HR) Administrative Officer (Central team), which may evolve, commensurate with grade, as GORSE/ establishment needs change.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Updated Jan 26