
Job Description: Human Resources Administrator

Contract type: Full-time, 36 hours per week, 52 weeks per year

Salary range: £30,552 - £33,780

About the role

We are based in the Dulwich/Camberwell area and are looking for an experienced Human Resources administrator to join our newly established central service HR team, providing high quality administrative support to the team and schools. In this role, you will work closely with the Reward Manager to ensure the integrity of our HR system. Using your strong organisational skills and attention to detail, you will be responsible for the input of payroll information, the production of HR documentation and carrying out various vetting processes and checks, as well as supporting the absence management process, to ensure that our employee offer is delivered to the highest standards. You will co-ordinate requests coming into the HR team and handle team inboxes as necessary.

To be successful, you will need to have:

- A good understanding of HR practice
 - Proficiency in HR systems, Word, Excel and Powerpoint
 - Ideally be part CIPD qualified to level 3, with a commitment to study to full qualification with a good standard of GCSE qualifications in Maths and English.
 - Strong team working skills
 - Good verbal and written communication skills, whilst demonstrating integrity and the highest standards of confidentiality.
 - Outstanding organisational skills
 - The ability to build strong working relationships with a wide range of stakeholders
 - A well-developed knowledge of education terms and conditions and employment law
 - Knowledge of payroll processes
 - Strong customer service skills
 - The ability to work to deadlines and under pressure and able to re-prioritise demands on your time in an environment where change is the norm
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What the Trust can offer

Our newly formed team offers the opportunity to work collaboratively with HR colleagues to develop the HR's reputation within a diverse and growing Trust. The Trust offers a range of family friendly working arrangements and a supportive environment that is committed to continuously improving how we represent our local communities. We welcome applications from individuals with diverse backgrounds.

Please download an application form and job description and email to recruitment@tcset.org.uk.

Please note that CVs cannot be accepted in order to comply with safeguarding requirements and that successful applicants will be required to undergo a number of pre-employment checks, including an enhanced DBS check.

No agencies please.

Closing date: Noon on Thursday 28th November 2024

Interviews: Tuesday 10th December 2024