

JOB DESCRIPTION & PERSON SPECIFICATION

Job title	Human Resources Administrator
Grade	Hay 5
Location	Central Trust HR Team
Reporting to	HR Reward Manager

Job purpose

To provide support to managers and HR colleagues in the administration of the employment lifecycle, including the accurate and timely upkeep of the HR Information System (HRIS) and provide administration support for the HR team.

Main responsibilities

- Produce offer and contractual documentation as requested by line management or HR Business Partners (HRBP), in line with Trust policies and quality standards.
- Follow up outstanding documentation to ensure that there is no adverse impact to employees relating to pay, tax, pensions, etc.
- Input new starter information is entered onto HRIS in a timely manner to ensure there is no delay to payments.
- Collate and input leavers, contract variations, unpaid leave, sickness absence, maternity / paternity etc, unpaid days, timesheets/overtime, Bike2Work, season ticket loans, and expenses onto HRIS.
- Ensure that contractual documentation is stored electronically in a consistent manner.
- Administer the probation process, ensuring that managers know when meetings should take place and producing correspondence accordingly.
- Coordinate OH referrals as requested by line management and/or HRBPs.
- Provide support with annual pay review process as requested by Reward Officer.
- Respond to payroll and general HR queries from line managers and employees in a timely manner. Process incoming mail as required.
- Liaise with external payroll provider as necessary.
- Provide support to recruitment process as necessary.
- Produce regular HR reports and metrics as directed.
- Carry out database and electronic file cleansing as directed and at least annually.
- Provide cover support to other HR roles as necessary during periods of absence.

Safeguarding:

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

The Charter Schools Educational Trust is committed to equality and diversity and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age and all other aspects of diversity.

Health & Safety

The Charter Schools Educational Trust is committed to promoting the health and wellbeing of our staff and pupils by managing conduct and behaviour effectively to ensure a good and safe working and learning environment.

Working within the community

The Charter Schools Educational Trust is committed to working closely with our communities to ensure a collaborative and harmonious relationship that is supportive of those around us.

The details contained within this job description are intended to give an overview of the requirements of the role. All employees of The Charter Schools Educational Trust are expected to work in a positive and collaborative way that supports the overall Mission, Vision and Values of the Trust. This includes showing flexibility in the tasks undertaken in order to deliver this aim.

The table below provides a list of the essential and desirable skills and qualities required for someone undertaking this role:

Skill / Attribute	Essential	Desirable
<p>Qualification</p> <ul style="list-style-type: none"> • Minimum GCSE in English and Math (level 5) • Part qualified in recognised qualification in HR field (CPP/CIPD) 	E	D
<p>Experience</p> <ul style="list-style-type: none"> • A range of HR, office based and administrative experience • Minimum of 2 years' experience in an HR related administrative role 	E	D
<p>Knowledge</p> <ul style="list-style-type: none"> • Good understanding of Data Protection and GDPR 	E	
<p>Skills/Abilities</p> <ul style="list-style-type: none"> • Good standard of Microsoft Office skills • Calm and efficient even under pressure and able to work to deadlines. • Able to organise own time and workload • Good planning and organisational skills • Customer service mentality • Good level of attention to detail • Good problem-solving skills • Good communication skills, both written and oral • Accustomed to working as a team player • Delivery focussed; understands what is needed and can juggle priorities accordingly 	E E E E E E E E E	
<p>Personal qualities</p> <ul style="list-style-type: none"> • Tactful and diplomatic • Able to work with discretion and confidentiality • A flexible approach to support team colleagues and share information as necessary • 'Can do' attitude • Structured, disciplined approach to work 	E E E E E	