

Job Title: Human Resources Administrator	Pay Scale: PPS 6
Normal Place of Work: The Priory Federation of Academies Trust	Line Manager: Head of Human Resources
Role Summary: To work as part of the Human Resources Team providing high order HR administrative support and a comprehensive service for centralised recruitment in line with Trust policies and procedures.	

DUTIES AND RESPONSIBILITIES

- Be responsible for the full recruitment process for your allocated Trust and Academy sites from advert to employment ensuring consistency across the Trust and all Academies.
- Ensure safer recruitment practices are always followed by creating adverts, application packs, and interview schedules and working closely with academy PA's to effectively organise the interview process.
- Prepare appointment paperwork, including offer letters, contracts of employment and reference requests.
- Maintain a full electronic filing system on all HR systems including iTrent and SharePoint.
- Prepare HR paperwork such as Contracts of Employment and Flexible Working Requests line with Trust Policy.
- Carry out Social Media Checks and Reference Verifications in line with safer recruitment practices.
- Prepare a weekly Vacancy Bulletin to be sent to all Trust Staff.
- Create absence reports for HR Business Partners to highlight any staff hitting trigger points in line with Trust Absence Policy.
- Preparation of HR packs and typing of notes and correspondence, including disciplinary and grievance processes.
- Support the HR Business Partners with full HR admin and case work where required.
- Undertake and support with projects as directed by the Head of HR and HR Business Partners.
- Contribute to continuous improvement of HR systems and practices.

GENERAL

- Working alongside colleagues at each academy who are responsible for the HR processes, assisting with administrative duties as and when required.
- Undertake training and CPD as and when required to support elements of the role.
- Such other duties as may be determined from time to time within the general scope of the post.
- Cover the reception, welcome visitors and answer telephone calls, taking messages as required.

KEY RELATIONSHIPS

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high-quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

GENERIC RESPONSIBILITIES

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy Day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

PERSON SPECIFICATION – HUMAN RESOURCES ADMINISTRATOR

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Mathematics grade A to C or equivalent	X		AF / Cert
2.	IT Qualification	X		AF / Cert
3.	NVQ Level 2 and 3 in Business Administration or equivalent	X		AF/Cert
4.	Level 3 CIPD qualification or willing to work towards	X		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
5.	Recent and relevant experience of working in an HR/ Recruitment environment	X		AF/IV
6.	Experience of working in an Education setting		X	AF/IV
7.	Providing confidential and high order administrative/ HR support	X		AF/IV
8.	Ability to organise and prioritise own work, and work on own initiative	X		AF/IV
9.	A sound knowledge of employment checks		X	AF/IV
10.	Up to date knowledge of HR Systems e.g iTrent		X	
	SKILLS AND ABILITIES			
11.	Confidentiality	X		AF/IV/AT
12.	Organised, professional, effective time management	X		IV/R
13.	Exceptional interpersonal skills	X		IV/R
14.	Ability to multi task	X		IV/R
15.	High order customer service skills	X		IV/R
16.	Ability to work under pressure and achieve deadlines	X		IV/R
17.	Must accept and actively support the Trust's agreed values	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form
 AT = Skill assessed via test/work-related task
 R = Skills assessed via References

IV = Skill assessed via interview
 Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....