



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 vital support to the Central HR Team, ensuring the smooth operation of HR functions across trust academies. This role involves managing daily HR administration, maintaining confidential records, and assisting staff with HR-related queries. This position ensures compliance with employment laws, trust policies, and safeguarding regulations. Key responsibilities include supporting recruitment and onboarding processes, issuing employment contracts, maintaining HR systems and assisting with payroll administration.

Central HR Support

- Assist in the day-to-day administration of HR services, ensuring timely and accurate processing of HR documentation.
- Maintain confidential HR records, ensuring compliance with data protection regulations.
- Respond to HR queries from staff and managers across the HR Network, signposting to relevant policies and procedures where appropriate.
- Support the HR team in delivering HR initiatives and projects across the trust.

HR Compliance and Policy Guidance

- Ensure all HR operational processes comply with employment legislation, trust policies, and statutory requirements, including Safer Recruitment and Keeping Children Safe in Education (KCSIE) guidance through structured HR audits.
- Assist in the implementation, and communication of HR policies and procedures.

Recruitment, Onboarding, and Talent Management

- Provide compliant sample recruitment materials to academies.
- Ensure adverts, job descriptions, and person specifications meet compliance and consistency standards across the trust.
- Prepare complete recruitment packs for academies before uploading them to the trust website and other advertising platforms.
- Liaise with and support prospective applicants with queries.
- Ensure adverts are removed promptly as required.
- Assist with interviews as needed, ensuring adherence to safer recruitment practices.
- Issue employment contracts, offer letters, and variation letters in line with trust policies.
- Support onboarding and induction processes for new starters, ensuring a smooth transition into the trust.
- Maintain accurate records of probationary reviews and performance appraisals.

Administrative and Systems Support

- Maintain and update the HR systems, ensuring data accuracy and integrity.
- Support payroll administration by ensuring the accurate and timely submission of HR data, including contract changes and absence records.

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- 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 academy 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

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Experience	E/D
• Experience of working in an 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. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.