

## Job Description

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**Job title:** Human Resources Project Administrator

**Main purpose of job:**

To support the Director of Human Resources with administrative tasks relating to Human Resource Project requirements throughout the academy and provide a professional, transparent and consistent approach in line with the academy values and ethos.

**Department:** Human Resources

**Location:** Plume Academy Campuses  
(Both Mill Road and Farnbridge Road Campus)

**Position reports to:** Director of Human Resources

**Position is responsible for:** N/A

**Length of contract:** Fixed term until 22 July 2025, required term time only (38 weeks). The role is part-time, requiring 24 hours per week spread across 3 or 4 days, including Fridays. The working hours are either from 8:00 a.m. to 4:30 p.m. for 3 days a week with a half-hour unpaid lunch break, or from 9:00 a.m. to 3:00 p.m. for 4 days a week.

**Salary:** Band 2, Points 11-14. The offered salary is £22,070 FTE (2024 pending salary award), with actual annual pay at £11,971 (pro rata equivalent of Point 11), including holiday pay.

### Key Responsibilities and Accountabilities

**Main Duties:**

**HR Project Support**

- Coordinate and participate in HR transformation initiatives, continuous improvement events and projects including the creation of presentations and documentation to support project execution for HR leadership. This may also include representing the department at internal meetings etc.
- Support the Director of HR and relevant stakeholders with the creation and improvement of processes, procedures, and tools in collaboration with the HR team
- Maintain project documentation and ensure data integrity
- Inputting onto various databases and systems, e.g. the academy's Payroll and HR systems, SIMS and designated spreadsheets, within the required timescales and deadlines
- Collaborate and ensure effective communication of the project aims, objectives, processes and issues to all internal and external stakeholders involved in the projects
- Identify and mitigate project risks to minimise disruptions and ensure project success
- Identify and report areas within working processes and procedures that could improve service delivery
- Schedule, organise and attend project meetings and events taking notes
- Assist with data analysis and reporting
- Monitor project progress and track deliverables
- Conduct research on critical HR topics and functions
- Process, scan, file, and store HR information and documents in line with GDPR
- Keep up to date with changes in Keeping Children Safe in Education (KCSIE)
- Keep up to date with UK employment legislation
- Ensure all staff entries on the academy's database are accurate and up to date

- To contribute to the drafting of reports for the Director of HR

### **Administrative Support**

- Provide additional administrative support to the HR team as needed
- In conjunction with the academy's admin team, provide cover for the admin team, during periods of team absences.

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- To complete all mandatory staff training in a timely manner
- To complete any other reasonable duty as required by the line manager
- Ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to level 2 GCSE with minimum Maths and English Grade C [or grade 4]	✓	
A Levels/ Level 3 qualification with experience		✓
Bachelor's degree in HR, Business Administration, or related field		✓
Evidence of further professional study		✓
Excellent level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing projects and initiatives	✓	
Experience of responsibility in a HR/Project Administrator role		✓
Administration / Customer Service experience	✓	
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Detail-oriented and proactive approach to work	✓	
Ability to prioritise and meet deadlines in a dynamic environment	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Confident & professional with a good sense of humour	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safeguarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	