**JOB DESCRIPTION**

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| **JOB TITLE** | Staffing Administrator |
| **EMPLOYER** | University of Brighton Academies Trust |
| **LOCATION (Academy)** | The Burgess Hill Academy |
| **RESPONSIBLE TO** | Academy Business Manager |
| **RESPONSIBLE FOR** | - |
| **MAIN PURPOSE OF THE JOB** | To provide administrative support to the Academy with staffing, providing a professional, confidential and customer focussed support to the Academy Business Manager, Academy staff and candidates.To ensure that the Single Central Record (SCR) is kept up to date at all times. |
| **MAIN TASKS / KEY RESPONSIBILITIES** |
| **1** | **Provide administrative support to the recruitment process ensuring that jobs are filled in a timely manner and that the process adheres to KCSIE and other relevant employment legislation.** |
|  | Handle queries from candidates and recruiting managers,  |
|  | Send relevant paperwork to People Ops, uploading documents into the recruitment portal (Jobtrain) and ensuring that recruitment / candidate status on Jobtrain is kept up to date |
|  | Arrange interviews with candidates, liasing with managers and sending invites through Jobtrain. Ensure that pre-employment references are completed prior to interview, criminal record forms are completed at interview, and all interview forms and paperwork are returned after interviews are completed |
|  | Carry out pre-employment checks for new staff in line with KCSIE regulations, including collecting relevant evidence from candidates, ensuring references are obtained, completing DBS checks and updating the recruitment checklist accordingly |
| **2** | **Co-ordinate the induction of new staff in line with academy policies and provide new staff with an effective introduction to the academy** |
|  | Send induction paperwork to manager and staff and provide new starters with links to the required induction training,  |
|  | Diarise dates for completion of induction and probation meetings and ensure that paperwork is returned and logged on time. |
|  | Request staff ID badges for new staff |
| **3** | **Keep the Single Central Record up to date in line with KCSIE regulations, ensuring that the information held within is accurate at all times.** |
|  | Ensure that the Single Central Record is updated in a timely manner with all starters, leavers and changes, ensuring compliance with relevant regulations.  |
|  | Co-ordinate annual safeguarding training for all current and new staff, sending out details of what is required of staff and chasing outstanding training. This includes online Educare courses and Microsoft Forms for safeguarding and policies. |
|  | Log all relevant training records on the Single Central Record and advise staff when their training needs to be renewed. |
| **4** | **Liaise with People Ops regarding any changes in contract and any all staff communications which need to be sent out.** |
|  | Submit contract change forms and leaver forms to People Ops and respond to any queries |
|  | Send out letters to staff related to changes in contract, annual pay review etc. |
|  | Be the first port of call for queries from staff regarding staffing, providing them with the required information or directing them to the correct department |
|  | Respond to reference requests, providing relevant information for mortgage / letting references and completing employment information on employment references before forwarding to the relevant manager for completion. |
| **5** | **Ensure that staff files, paper and electronic, are maintained in line with GDPR, and provide relevant management information when required.** |
|  | Set up and maintain staff paper files ensuring that all relevant information in contained within and that ensuring that both staff and recruitment files are destroyed within the correct timescales. |
|  | Ensure electronic staff details are kept up to date on SIMS with starters, leavers and contract changes.  |
|  | Design and run reports from SIMs and iTrent, as required. |
| **6** | **As part of the wider administration team, provide support to administrators at busy times and to cover absence.** |
|  | Understand the roles of the wider administration team and provide support when required. The administration team also support cover, data, trips and finance administration. |
| This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. |
| There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder. |
| **Date: 01.04.22** |
| **Additional Information** |
| * This post is subject to an Enhanced Criminal Record Check
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| * This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.
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| **University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.** |

**PERSON SPECIFICATION**

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| **Qualifications** | * Minimum of GCSE level Maths and English at Grades A\* - C (or equivalent)
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| **Experience** | * Experience of administration and dealing with internal and/or external customers is essential
* Experience of working in HR or recruitment and a basic understanding of employment laws and safeguarding regulations would be an advantage
* IT skills, including Microsoft Office (Word, Excel) are essential
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| **Skills & Knowledge** | * Good organisational skills with proven ability to work under strict time constraints and multi-tasking on a daily basis
* Ability to demonstrate a high level of accuracy in input and proof checking with enhanced attention to detail.
* Understanding of relevant employment and safeguarding legislation and the implications on the how this impacts on the tasks completed
* Good problem solving skills with evidence of working analytically whilst under pressure to form practical solutions to complex problems.
* Strong Interpersonal, team and networking skills and the ability to form effective working relationships across the Academy.
* Ability to work in a discreet and sensitive manner demonstrating sensitivity with a pro-active attitude and not to be just reactive. To possess tact and an extreme sense of confidentiality.
* Ability to work as part of a team as well as unsupervised
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