## Job Description

|  |  |
| --- | --- |
| Job Title: | Human Resources Administrator |
| Reference: | X00306 |
| Reports to: | HR Manager |
| Responsible for: | No line management |
| Salary range: | Academy Band C £19,100 |
| Contract: | Full time/part-time, all-year round, fixed term contract |

|  |  |  |
| --- | --- | --- |
| Main purpose of the role: | Providing additional capacity to the small HR Department, supporting the HR Managers to provide an efficient and professional HR Support service across the Academy | |
| Main duties: | 1. Providing general administrative support such as preparing correspondence, forms and reports, arranging meetings, tracking deadlines, and taking down minutes as needed. 2. Establishing and maintaining personnel, recruitment records, files, correspondence, reports, and organisation charts. 3. Coordinating in house staff training events or programs, producing registers and paperwork as needed. 4. Coordinating all staff training, including booking courses, preparing paperwork and tracking training. 5. Interacting with and supplying information to employees, department heads, and job applicants when required. 6. Request references from present or past employers of applicants and input details on HR System and the Single Central Record. 7. Ensuring that all HR forms are completed by all staff in cases of INSET; request for leave; sickness and back to work report documentation. 8. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal. | |
|  | **Essential** | **Desirable** |
| Qualification | * A\*-C GCSE Maths and English or equivalent; * Evidence of Continuing Professional Development relevant to the role. |  |
| Experience | * Experience of working in an administrative role. | * Experience of working in HR in a school or local government setting. |
| Skills | * Understanding of the need for confidentiality. * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. * Demonstrable ability to communicate effectively in both oral and written form * Data and IT literate with good IT skills. * Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. * Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of staff. | |
| Qualities | * Able to confidently liaise with senior colleagues including in formal settings. * Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. * Personal and professional authority and resilience. * Solution focused, working collaboratively and collegially with colleagues and stakeholders. * Excellent inter-personal skills. * A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. | |