

## Job Description

Job Title:	Human Resources and Payroll Administrator
Reference:	X00306
Reports to:	HR Manager
Responsible for:	No line management
Salary range:	Academy Band E: FTE £25,000
Contract:	Full-time; all-year round

Main purpose of the role:	Providing additional capacity to the HR Department, supporting the HR Manager to provide an efficient and professional HR support service across the Academy	
Main duties:	<ol style="list-style-type: none"> <li>1. Providing general administrative support such as preparing correspondence, forms and reports, arranging meetings and interviews, tracking deadlines, and taking down minutes as needed.</li> <li>2. Establishing and maintaining electronic personnel files, recruitment records, correspondence, reports, and organisation charts, including archiving as required.</li> <li>3. Coordinating in-house staff training events or programs, producing registers and paperwork as needed.</li> <li>4. Coordinating all staff training, including booking courses, preparing paperwork and tracking training.</li> <li>5. Interacting with and supplying information to employees, department heads, and job applicants when required.</li> <li>6. Complete pre-employment checks for applicants, including requesting references from present or past employers and inputting details on the Academy's HR system and the Single Central Record.</li> <li>7. Ensuring that all HR forms are completed by all staff in cases of INSET, requests for leave, sickness and back to work report documentation.</li> <li>8. Processing of all payroll for Nursery staff.</li> <li>9. For Academy staff, processing new starters, leavers, payroll variations and absence details with the external payroll provider.</li> <li>10. Undertaking any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the HR Manager, Director of Finance and Operations or Principal.</li> </ol>	
	<b>Essential</b>	<b>Desirable</b>
Qualification	<ul style="list-style-type: none"> <li>• A*-C GCSE Maths and English or</li> </ul>	

	<p>equivalent;</p> <ul style="list-style-type: none"> <li>• Evidence of Continuing Professional Development relevant to the role.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working in an administrative role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in HR in a school or local government setting.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Understanding of the need for confidentiality.</li> <li>• Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.</li> <li>• Demonstrable ability to communicate effectively in both oral and written form</li> <li>• Data and IT literate with good IT skills.</li> <li>• Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.</li> <li>• Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of staff.</li> </ul>	
Qualities	<ul style="list-style-type: none"> <li>• Able to confidently liaise with senior colleagues including in formal settings.</li> <li>• Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.</li> <li>• Personal and professional authority and resilience.</li> <li>• Solution focused, working collaboratively and collegially with colleagues and stakeholders.</li> <li>• Excellent inter-personal skills.</li> <li>• A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.</li> </ul>	