

Job Description

Job title: People Administrator
Reports to: Deputy Director (People) East/West
Location: Trust Head Office - Central People Services Team

Role Purpose:

The People Administrator plays a key role in delivering a high-quality, people-centred HR service across Leigh Academies Trust, providing an efficient and seamless HR administration service, supporting the OneLAT vision of operational excellence by maintaining clear, streamlined processes that meet the needs of our academies.

The role is aligned with the Goals & Journeys framework, contributing to recruitment and onboarding, payroll and compliance, performance development, and employee wellbeing. By ensuring HR processes are both operationally effective and people-focused, this role helps create a positive employee experience across the Trust.

Shared Responsibilities

All members of the People Services team contribute to shared responsibilities that uphold the OneLAT ethos of collaboration, operational excellence, and continuous improvement. Regardless of individual roles, everyone plays a part in enhancing the employee experience and supporting the Trust's strategic priorities.

As a People Administrator, you will actively support:

- **Data Management & Compliance** – Ensuring accuracy, confidentiality, and GDPR compliance in all HR processes.
- **Equality, Diversity & Inclusion (EDI)** – Promoting an inclusive and supportive workplace where all employees feel valued.
- **Digital Workplace & Innovation** – Using HR systems effectively and supporting process improvements to enhance efficiency.
- **Communication & Collaboration** – Working closely with colleagues in Central Services and our key stakeholders to ensure a **consistent and seamless** HR service.
- **HR Policies & Procedures** – Knowing where to access key policies and directing staff and managers to the appropriate resources when needed.

These responsibilities underpin the delivery of an excellent HR service, ensuring every interaction supports the Trust's commitment to its people.

Main Duties and Responsibilities

1. People Administration & Operational Excellence

- Provide high-quality HR administrative support to ensure efficient and compliant processes across the Trust.
- Maintain and update employee records within iTrent, ensuring data integrity and compliance with GDPR.
- Manage and respond to HR queries promptly and professionally, ensuring accuracy and consistency across the Trust's helpdesk system (Halo), phone, and email. Focus on delivering a smooth and efficient service that reflects our commitment to operational excellence and supports a positive employee experience.
- Support process improvement initiatives, ensuring HR operations are efficient, consistent, and aligned with OneLAT's streamlined approach.
- Assist with HR projects aimed at improving HR service delivery across the Trust.

2. Recruitment & Onboarding

- Support the onboarding process by managing key compliance checks in JobTrain, including references, DBS checks, and right-to-work verification, ensuring all pre-employment requirements are completed accurately and on time.
- Prepare and issue offer letters and contracts, making sure new starters have all the information they need for a smooth transition into their role.
- Keep employee records up to date in iTrent, ensuring all changes are processed correctly and in line with Trust policies.
- Assist with the offboarding process, ensuring leaver documentation is completed and all necessary system updates are made efficiently.

3. Payroll, Compliance & HR Records

- Process payroll-related changes in iTrent, ensuring salary adjustments, contract updates, and other changes are recorded accurately and on time.
- Maintain the Single Central Record (SCR), ensuring all safeguarding and compliance records are kept up to date and meet statutory requirements.
- Ensure HR records are accurate and compliant, keeping data current, aligned with GDPR, and in line with Trust policies.
- Liaise with the payroll team to ensure any contractual changes affecting pay are processed correctly and in a timely manner.

4. Employee Wellbeing & Experience

- Champion a human-centred approach to HR processes, ensuring all interactions with People Services are supportive, efficient, and people-focused.
- Assist in delivering wellbeing initiatives by helping to coordinate activities that promote staff wellbeing, maintaining up-to-date information on available support services, and signposting employees to the right resources, such as the Employee Assistance Programme (EAP) or mental health support.
- Promote staff recognition initiatives by being familiar with key programmes such as LAT Moments and encouraging engagement with Viva Engage to celebrate successes across the Trust.

5. Dispute Resolution & Change Management Support

- Provide administrative support for employee relations processes, including grievances, disciplinarys, and capability procedures, ensuring records are accurate and confidential.
- Assist with case management by preparing documentation, organising meetings, and ensuring timely follow-up actions are recorded in line with Trust policies.
- Take notes in formal meetings, ensuring accurate records are kept and securely stored.
- Be familiar with HR policies and where to access them on Spotlight, ensuring staff and managers can be directed to the correct information when needed.
- Support the implementation of change processes, ensuring smooth administration of restructures, role changes, or policy updates.

Safeguarding & Duty of Care

Leigh Academies Trust is committed to safeguarding and promoting the welfare of children and young people. All staff have a responsibility to create a safe and supportive environment where students can learn, develop, and thrive. As part of this role, you must:

- Be aware of and adhere to safeguarding policies and procedures, including Keeping Children Safe (KCSIE) guidance.
- Identify and report any concerns regarding the safety or wellbeing of students, following the Trust's safeguarding procedures.
- Complete all required safeguarding training and ensure ongoing awareness of best practices in child protection.

Flexibility & Review

This job description outlines the key responsibilities of the role but is not exhaustive. The duties and expectations may evolve in response to the needs of the Trust. You may be required to undertake additional tasks or responsibilities in line with your role, skills, and experience. This job description will be reviewed periodically to ensure it remains relevant and reflects the priorities of the organisation.

Person Specification

You are highly organised, people-focused, and committed to delivering professional and efficient HR support. With a strong attention to detail and a proactive approach, you ensure a seamless and positive experience for employees while supporting the OneLAT ethos of collaboration, operational excellence, and continuous improvement.

- Customer-Focused Approach – You provide a friendly, professional, and responsive HR support service to staff and managers.
- Attention to Detail – You ensure accuracy in all HR processes and documentation, maintaining high standards in a busy environment.
- Strong Organisational Skills – You manage multiple tasks effectively, prioritising workload and meeting deadlines efficiently.
- Clear and Professional Communication – You engage confidently with colleagues at all levels, ensuring written and verbal communication is accurate and helpful.
- Collaborative Working – You work closely with Recruitment, Payroll, Learning & Development, and Employee Relations teams, ensuring HR services are well-integrated and provide a smooth experience for employees.
- Ability to Work with HR Systems – You are comfortable using HR platforms such as iTrent, JobTrain, and Halo, with the ability to adapt to new systems as needed.
- Problem-Solving Approach – You take a proactive role in resolving queries, identifying ways to improve processes, and supporting HR operations.
- Professionalism & Confidentiality – You handle sensitive information with discretion and in line with data protection and safeguarding policies.