



## Job Description

Job Title:	HR and Payroll Administrator
Reports to:	HR Manager
Responsible for:	No line management
Salary range:	Academy Band E: FTE £26,393 - £27,713 dependent on experience
Contract:	Full-time hours; all-year round or term-time only plus 3 weeks could be considered

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. Lead on recruitment, including preparing job descriptions and advertisements for vacancies across the Academy and Nursery, posting these on various recruitment platforms, monitoring applications, arranging interviews, and preparing interview materials in conjunction with the line manager.</li><li>2. Completing pre-employment checks for applicants in line with Keeping Children Safe in Education, including requesting references from present or past employers, online searches, teacher checks, and inputting details on the Academy's HR system and the Single Central Record.</li><li>3. Preparing induction materials for new starters, including liaising with ICT support for laptops.</li><li>4. Establishing and maintaining electronic personnel files, recruitment records, correspondence, reports, and organisation charts, including archiving as required.</li><li>5. Support the HR Manager in managing absence, including recording staff absence, setting up return to work forms, occupational health referrals, and daily updates.</li><li>6. Processing of all payroll for Nursery staff.</li><li>7. For Academy staff, processing new starters, leavers, payroll variations and absence details with the external payroll provider.</li><li>8. Coordinating staff training, including booking courses, preparing and filing paperwork, and tracking training.</li><li>9. Monitoring the HR email inbox and responding to queries.</li><li>10. Monitoring compliance and completion of forms on the electronic HR system.</li><li>11. Providing general administrative support such as preparing correspondence, forms and reports, arranging meetings, tracking deadlines, and taking down</li></ol>



	<p>minutes as needed.</p> <p>12. 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, Principal, or other member of the Executive Leadership Team.</p>	
	<b>Essential</b>	<b>Desirable</b>
Qualification	<ul style="list-style-type: none"> <li>• A*-C GCSE Maths and English or equivalent;</li> <li>• Evidence of Continuing Professional Development relevant to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• HR Level 3 certificate, or willingness to work towards a HR qualification.</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 and/or payroll 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 job applicants and external professionals.</li> <li>• Demonstrable ability to communicate effectively in both oral and written form.</li> <li>• Strong attention to detail.</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 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> <li>• Demonstrates commitment to the Academy's LIGHT values in all aspects of work, ensuring decisions and actions align with our foundations.</li> </ul>	