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| **Post Title:** | **HR Coordinator** | **Hours:** | 37 per week |
| **Department:** | The Primary First Trust | **Grade:** | PFT B3 – pro rata salary - £18,513 |
| **Based:** | Gravesend with some travel to the schools | **Term Time +2 weeks** | 41 weeks per year |
| **Responsible to:** | HR Lead | **Working Days & hours** | Mon – Thurs 09:00 – 17:30Fri – 09:00 – 17:00 |
| **Responsible for:** | N/A |
| **Functional links with:** | All school staff, All central team staff. |
| **Note:** This job description is not intended to be a comprehensive statement of responsibilities but sets out the principal expectations of the Trust in relation to the post. The Trust is evolving, and the post holder will need to adapt to new structures as required to meet the changing needs of the Trust. |
| **Main Duties and Responsibilities:** * Administration of the recruitment process from start to end, including advertising, setting up interview schedules, liaison with candidates and managing recruitment checks
* To carry out safer recruitment checks in line with statutory guidance and best practice
* To draft new joiner paperwork
* Update the Trust Single Central Register (SCR) in line with statutory guidance and best practice
* To carry out general HR administration, including setting up personnel files and general department record keeping
* To complete Personnel audits in school
* To work on and maintain SIMS personnel and reports
* To draft relevant HR paperwork including contracts, casework letters and salary assessments
* To assist and support the HR Lead with generalist HR matters
* To coordinate pension process for starters and leavers
* Complete payroll paperwork and files on a monthly basis
* Complete paperwork for TPS/LGPS for Trust staff
* To draft maternity and paternity paperwork for Trust staff
* To take and type minutes in HR meetings
* To assist the HR Lead with HR analysis on absence and staff turnover
* To update and maintain monthly HR spreadsheets
* To manage the HR mailbox and HR queries
* To work on allocated HR projects
* To work with the HR Lead to continue towards the development and streamlining of HR procedures and supporting documents
* To perform other tasks as reasonably required by the HR Lead
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