



# Job Description

<b>POST:</b>	HR Administrator
<b>RESPONSIBLE TO:</b>	Operations Manager
<b>SALARY:</b>	£23,080 - £24,982 FTE (£13,354 - £14,455 Pro Rata) Points 14-18 + Local Government Pension Scheme)
<b>LOCATION:</b>	Oasis Academy Skinner Street Gillingham
<b>WORKING PATTERN:</b>	25 hours per week, 39 weeks per year
<b>DISCLOSURE LEVEL:</b>	Enhanced

## **JOB PURPOSE:**

The HR Administrator will be responsible for all HR administration for Oasis Academy Skinner Street employees. They will act as the first point of contact for all general HR queries providing a professional, efficient and friendly service, ensuring all matters are dealt with in a timely manner.

The HR Administrator will also be expected to undertake general administrative duties as part of the Administration Team based in the Academy Reception such as responding to general telephone and email enquiries and general record keeping and filing tasks.

## **SPECIFIC RESPONSIBILITIES:**

### **Recruitment / Employment Administration**

- To work closely with the Operations Manager to ensure accurate and timely handover of candidates following offer acceptance.
- To draft offer letters for new starters and ensure they are sent out in a timely manner along with all relevant new starter documentation.
- To enter all relevant information into iTrent for new starters, preparing and dispatching employment contracts and ensuring timely signature and return by individuals.
- In line with policy and legislation, to undertake electronic Barred List Checks, Teacher Registration Checks and Disclosure and Barring Service checks across Oasis Community Learning.
- To undertake the administration of pre-employment health assessments for newly appointed staff.
- To develop and maintain spreadsheets and trackers to ensure all relevant HR information is collected and maintained (e.g. DBS checks, dispatched and returned new starter paperwork and contracts etc.).



- To be responsible for putting together and maintaining new staff personnel files, ensuring the correct paperwork is in place and cross-referencing with iTrent and the Recruitment Tracker to ensure completeness.
- When required, audit new starter files and chase new employees for relevant documentation to ensure everything is in place prior to appointment commencing.
- Under the supervision of the Operations Manager, to be responsible for populating the Single Central Record, chasing information when required and ensuring the highest levels of accuracy are maintained.
- To create staff ID badges and issue locker keys, swipe cards etc.

### **Generalist HR Support/Administration**

- To be the first point of contact for HR queries (phone, email and in person) from academy based staff. You will provide a professional, polite and responsive service, dealing with queries where appropriate or signposting to other services and ensuring a timely response is received.
- With guidance/instruction from the Payroll team, to use iTrent and relevant spreadsheets to update payroll details and check salary and other relevant details are correct prior to payroll deadlines.
- To be responsible for administering contract changes/amendments for Academy employee's, ensuring appropriate forms and documentation are submitted and that the changes are processed in an accurate and timely manner.
- To process the required paperwork for academy leavers, ensuring deadlines are met and accuracy is maintained.
- To undertake recruitment duties as guided by the Operations Manager. This will include (but is not limited to) managing the recruitment inbox, arranging interviews, printing recruitment packs, undertaking document checks and facilitating selection activities.
- To attend and produce minutes when required for relevant meetings and hearings, ensuring high levels of accuracy at all times.

### **General Administration/Support**

- To take calls and pass messages to relevant academy staff members when they are unavailable.
- To meet and greet visitors to the academy, being friendly and professional in order to make a positive first impression.
- To undertake general filing, typing, formatting, printing, etc. as and when needed as part of the Administration Team
- To alert the ICT department if there are problems with IT equipment and assist academy staff members with any IT issues they may be experiencing.
- To undertake other ad-hoc administrative duties as requested by the Operations Manager, Assistant Principal, Deputy Principal and Principal.
- To undertake other tasks as required as directed by the Operations Manager



### **Safeguarding children and young people**

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

### **Other**

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile.



# HR Administrator Person Specification

## Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Right to work in the UK.</li> <li>• Maths and English GCSE at Grade C or above (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD Level 3 HR qualification.</li> <li>• Educated to degree level.</li> </ul>
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working in a busy administrative role.</li> <li>• Ability to manage conflicting demands and competing priorities.</li> <li>• Experience in a role that involved dealing with a variety of customers/stakeholders.</li> <li>• Excellent verbal communication and interpersonal skills. In particular, an excellent phone manner.</li> <li>• A high level of accuracy and attention to detail.</li> <li>• Strong administrative and organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or educational organisation.</li> <li>• Experience of working in a HR administration role</li> <li>• Working knowledge of HR systems and employment law.</li> <li>• Experience of using iTrent or a similar HR system.</li> </ul>

	<ul style="list-style-type: none"> <li>• A high level of written English – ability to write clearly and concisely.</li> <li>• Good IT skills with particular knowledge of Microsoft Office Packages including Word, Outlook and Excel.</li> <li>• Highly numerate - able to work confidently with figures.</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Friendly, articulate and customer focused.</li> <li>• Able to maintain high levels of customer service even when dealing with challenging stakeholders.</li> <li>• Proactive and able to make sensible judgments when required.</li> <li>• Enjoys organising work and people and setting up new systems.</li> <li>• Hardworking and conscientious with a flexible approach to work.</li> <li>• Calm, patient and able to manage pressure.</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</li> </ul>	



	<ul style="list-style-type: none"><li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li></ul>	
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