

Job Description

Job title: Human Resources Administrator

Main purpose of job:

To support the Director of Human Resources with administrative tasks relating to Human Resource requirements throughout the academy and provide a professional, transparent and consistent approach in line with the academy values and ethos.

Department: Human Resources

Location: Plume Academy Campuses
(Both Mill Road and Fambridge Road Campus)

Position reports to: Director of Human Resources

Position is responsible for: N/A

Length of contract: Permanent, term time plus Inset and 2 weeks (41 weeks). Part time, 30 hours split across 4 or 5 days per week (e.g. 4 days 8:00 a.m.– 4:00 p.m. with a half-hour unpaid lunch break or 5 days from 8:30 a.m.– 2:30 p.m.)

Salary: Band 2 Point 11 - 16 and the actual salary offered will be £16,233 per annum, including an allowance for holiday pay.

Key Responsibilities and Accountabilities

Main Duties:

Recruitment Administration

- Assisting with recruiting staff, sourcing job descriptions and appropriate salaries based on market data, preparing and placing advertisements, screening application forms, and coordinating the interview process
- Assist with initial orientation for new starters and prepare induction documents
- Coordinate pre-employment and HR checks for new staff and non-employees
- Assist with the provision of confidential letters and contractual information, such as salary letters, contract letters, and documents

HR Data Administration

- Record and ensure all staff entries on the school's database are accurate and contemporaneous
- Creating and managing new employee and non-employee files in line with the Safer Recruitment Policy
- Updating and maintaining accurate HR records (keeping the SCR up to date and maintaining safeguarding records) and providing reports as required
- To keep and maintain all confidential staff files, including staff appointments, leavers, and amendments
- Monitor and administer all employee records, including maternity, paternity, and absence and sickness records, and provide reports to the Director of HR.
- Daily scanning and filing
- Personnel file archiving and shredding

Safeguarding checks

- Update the single central record and ensure all visitors and contractors have complied with safeguarding procedures.
- To handle all confidential correspondence with discretion

Training Administration

- Process documents for the PDR process for all support staff
- Facilitate probationary periods and training for staff

HR Support

- Working alongside the Director of HR to carry out specific academy-wide projects
- Provide supporting advice to managers on first-line HR queries (e.g., recruitment, maternity leave, and special leave), referring less straightforward matters to the Director of HR
- Monitor and administer all employee records, including maternity, paternity, and absence and sickness records, and provide weekly reports to the Director of HR
- Carry out regular risk assessments for maternity leave or injury as directed
- Assist with payroll queries and work with the finance manager to ensure that the correct documentation is processed
- Ensure that apprenticeship documentation is kept up-to-date and submitted to college
- Collate performance management reviews in preparation for the annual pay review committee meeting
- Assist with facilitation and development of the wellness programme for staff including survey analysis
- Assist with development of promotion of ethics and diversity within recruitment practices in line with the Staff Equality and Diversity policy in place
- Minute-taking for HR meetings
- Carry out day-to-day administrative tasks as directed
- Provide an open-door policy at all times for all colleagues
- Keep up to date with changes in Keeping Children Safe in Education (KCSiE)
- Keep up to date with UK employment legislation

General

- To add up to a day of capacity in any given week to the school admin team.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to level 2 GCSE with minimum Maths and English Grade C [or grade 4]	✓	
Level 3 CIPD qualification with experience		✓
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a HR Administrator role		✓
Administration / Customer Service experience	✓	
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Confident & professional with a good sense of humour	✓	
Ability to maintain confidentiality, trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safeguarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	