

JOB DESCRIPTION

Job Title	HR Administrator
Responsible to	HR Manager

Job Purpose:

Provide professional HR Administrative support for a wide range of HR functions. This is a pivotal role within the HR team to ensure the efficient, effective and accurate application of HR processes and procedures in compliance with the Trust's policies and employment law.

Key Accountabilities:

- Provide all recruitment administrative support, including advertising both internal / external vacancies.
- Generate offer letters and contracts of employment.
- Management of new starter administration process, including Right to Work checks.
- Set up of new starters on payroll system and benefits systems (Benenden and Perkbox).
- Support managers with any ad hoc on-boarding queries and requests.
- Ensure all approved contract changes are actioned in a timely manner and updated in the relevant systems.
- Process resignations and action leaver processes, including removal from benefits systems.
- Recording and filing of employee sickness notifications or fit notes and escalating any sickness management actions that are required to the line manager.
- Recording and filing of employee discretionary leave and annual leave requests
- Provide administrative support in respect of staff training.
- Maintain and update Central Team single central records
- Support any ad-hoc related HR projects
- Note Taking within formal meetings such as grievances and disciplinary hearings

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: HR Administrator

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Previous HR or recruitment administration experience		✓	✓	✓	
Experience of using a HR system		✓	✓		
Experience of using SIMs		✓			
Knowledge & Understanding					
Excellent numeracy, literacy and ICT skills	✓		✓		✓
An understanding of HR legislation and its impact on the workplace.		✓	✓		
Knowledge of safeguarding and child protection issues.	✓			✓	
Skills & Abilities					
Ability to communicate effectively both orally and in a written format	✓		✓	✓	✓
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓		✓		
Excellent organisational and time-management skills	✓		✓	✓	✓
Personal Skills and Attributes					
Ability to work successfully as a team member establishing effective working relationships and flexible working practices	✓		✓	✓	
Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.	✓		✓		
Physical ability to perform the duties of the post with the support of aids or adaptations as required.	✓		✓		