

**DEPARTMENT: TRUST HR**

**DESIGNATION: HR ADMINISTRATOR**

**RESPONSIBLE TO: TRUST HR & PEOPLE MANAGER**

**POST GRADE: LEVEL 4**

**NAME:**

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| **Main Purpose of the Post** |
| Provide full administrative support as well as assisting in all daily administration within the Trust HR Department. The role will encompass a range of duties including:   * Completion of the recruitment process for staff, governors and volunteers to the Alpha Academies Trust. * Provide administrative support to ensure all Trust policies & procedures are updated and approved within the required timescales. * Liaise with all academies to co-ordinate and collate performance management completion information for all Trust personnel. * Work across the Trust supporting the sites with HR duties when required |
| **Core Responsibilities, Tasks and Duties** |
| 1. **Recruitment**  * Prepare and advertise all job vacancies for the Alpha Academies Trust in line with Trust standards and procedures. * Ensure all statutory obligations of recruitment and appointment processes are followed; including meeting all Single Central Record and safeguarding requirements – for example, the processing of DBS clearance, eligibility to work in the UK, employment references and prohibition checks (N.B. This list is not exhaustive). * Work with all sites to support the recruitment process * Plan and prepare interview days, supporting the overall interview process * Collate and coordinate new starter paperwork and update systems accordingly * Develop and maintain a library of job/role descriptions for use by all academies; alerting the Trust HR & People Manager to any inconsistencies that may require attention to prevent issues arising. * Ensure all academies follow the Trust’s probationary period requirements and that appropriate records are maintained and documentation issued to staff in accordance with the required timescales. * Carry out/ monitor induction for all new staff and volunteers to the Trust. * Support in the setting up of an IT provision for new users to the Trust as required. * Support and advise staff in academies on all recruitment procedures and requirements. * Support with Apprenticeships / SCITT and other training candidates across the trust, liaising with sites and third-party providers where necessary.  1. **HR**   As directed by the Trust HR & People Manager:   * Support with the HR systems personnel records for all staff across the Trust. * Organisation of meetings in line with required timescales. * Co-ordinate and collate performance management documentation, liaising with staff to advise of deadlines and request return of completed forms where required. * Creation and co-ordination of support staff timesheets. * Photocopy documentation and prepare packs for use in employee relations casework * Support with policy and procedure maintenance and provision for teams * Maintain and update SAM people, Arbor and Trust HR systems. * Support with HR documentation such as templates and paperwork including letters and emails when requested across the Trust * Support with data cleansing, audits and reports when needed  1. **Administrative Tasks**  * Typing, word processing, creating and maintaining excel databases, administration duties, using MIS systems such as Arbor and SAM People and the use of mail merges. * Co-ordinate the processing of Trust Policies and Procedures. * Minute taking and the production of minutes. * Proof reading of documentation. * Assisting in the preparation of agendas, reports and circulars and resource material. * Acquisition of stores, stationary, materials and equipment for the Trust HR Team. * Completion of statistical information and returns. * Ensure all telephone messages are answered within the Trust protocol guidelines and messages passed to the appropriate person. * Attend to enquiries from students and staff. * Carry out typing duties as allocated. * Take part in INSET both to improve your own skills and to work with colleagues to improve administration. * Report to the Trust HR & People Manager any problems with processes you are responsible for and to suggest improvements. * Will be required to use initiative and to interpret policies and procedures. * Give advice and seek information in a timely fashion. * Uses discretion when responding to enquiries to ensure confidentiality is maintained. * Any other duties as commensurate with the post.  1. **Health and Safety**  * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.  1. **Professional Accountability**  * The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the Trust’s objectives.  1. **Safeguarding**  * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.  1. **Equalities**  * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation. |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: RECRUITMENT/ADMINISTRATION ASSISTANT DEPARTMENT: RECRUITMENT**

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| **Minimum Requirements** | **Measured by:**  **A) Application**  **B) Test/Exercise**  **C) Interview** |
| **QUALIFICATIONS/TRAINING:**  **It is essential that the post holder is:**   * Educated to GCSE level or equivalent Including English and Maths at Grade ‘C/4’ or equivalent or above.   **It is desirable that the post holder has:**   * Previous experience in a HR administration or Office/Administration or School office environment | **A** |
| **EXPERIENCE/KNOWLEDGE:**  **It is essential that the post holder has:**   * Computer literate, and has an excellent knowledge of MS Office, in particular Word, Excel, Publisher, Outlook, and the internet. | **A & C** |
| **SKILLS AND ABILITIES:**  **It is essential that the post holder:**   * Highly organised and able to prioritise workloads. * Ability to proof read documents. * Minute taking skills. * Mail merge. * Good communication skills, both oral and written. * Good interpersonal and customer service skills. * Ability to work using own initiative and within boundaries. * Ability to work effectively with people across a wide range of levels and responsibilities. * Good attention to detail, achieving accurate standards of work. * Good team working skills with a ‘can-do’ attitude and a willingness to work positively. * Tact and diplomacy. * Maintains confidentiality.   **It is desirable that the post holder has:**   * Conversant with Academy management systems including Arbor and SAM People. | **A & C** |
| **ADDITIONAL FACTORS:**  **It is essential that the post holder:**   * An ability to fulfil all spoken aspects of the role with confidence through the medium of English * A willingness to undertake appropriate training * A willingness to undertake First Aid training * Awareness and sensitivity with regard to equal opportunities and race equality | **C** |