



## Trust HR Administrator (12 month FTC)

Salary / grade range	NJC spinal point 12 - 16 £27,711 - £29,572 per annum
Location	Co-op Academy Priesthorpe/Grange
Reports to	Trust Senior HR Advisor

### Purpose of role:

Under the direction of the Trust Senior HR Advisor, to provide an effective and efficient HR administration service to Academies across the full employee lifecycle for our academies in the West Yorkshire region.

### Key accountabilities (and specific duties / responsibilities):

- To support the Academy's implementation of the Trust's HR policies and procedures through the delivery of a professional HR administrative service for line managers and colleagues.
- To act as the first point of contact for general enquiries received by HR, prioritising and escalating as appropriate to ensure HR service levels are maintained.
- To provide general HR advice and guidance on standard established processes and Trust policies, referring non-standard or complex queries to the Academy HR Lead.
- To coordinate the Academy's recruitment and selection process including placement of job advertisements, liaising with candidates and recruiting managers.
- To support formal procedures by issuing HR related correspondence to colleagues and attending meetings as a notetaker.
- To monitor the implementation of the Trust's HR policies and procedures, i.e. return to work, PPDR and induction meetings.
- To support the coordination of on-site HR and safeguarding training delivery.
- To assist in ensuring all mandatory pre-employment checks and safeguarding checks are undertaken in line with Statutory Legislation and Guidance, Ofsted, KCSIE, Agency Workers Regulations, DBS and all Trust policies.
- To be responsible for the accurate maintenance and filing of HR records and correspondence in a timely manner and ensure information is stored confidentially (and disposed of as appropriate) in line with GDPR and Trust policies.
- To be responsible for the maintenance of employee records, including sickness and leave of absence entry, on the Trust's HR system.
- To support the maintenance of the Academy's Single Central Records for employees and regular visitors.



- To work effectively with ICT packages including Arbor, EduPeople, Google Sheets, Google Docs, Microsoft Word and Microsoft Excel.
- To be responsible for the wellbeing of colleagues by supporting the OH referral process and the Academy's colleague wellbeing activities.
- To be a proactive member of the Academy HR team by participating in regular meetings, attending training and working to continually improve processes and systems.
- To comply with policies and procedures relating to equal opportunities, child protection, health and safety, security and confidentiality, reporting all concerns immediately
- To keep abreast of relevant legislation and best practice through continuous personal and professional development.
- To undertake other duties commensurate to the post and grade as required by the Department.

#### Other

- Co-op Academies Trust expects all employees to uphold the duty to safeguard and promote the welfare of learners.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

#### Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• English and Maths GCSE at Grade C/4 or equivalent</li> <li>• Additional HR professional qualifications</li> <li>• Safer Recruitment trained</li> </ul>	Desirable Desirable	A
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working in a fast-paced HR administrative role</li> <li>• Experience of working with a range of stakeholders</li> </ul>		A.I



<ul style="list-style-type: none"> <li>• Experience of producing high quality correspondence</li> <li>• Experience of working in a similar HR role within an education environment</li> <li>• Experience of using HR and payroll systems</li> <li>• Experience of maintaining comprehensive, accurate data and records</li> </ul>	Desirable	
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good awareness and knowledge of KCSIE and Safer Recruitment practices</li> <li>• Good awareness and knowledge of key employment legislation</li> <li>• A good understanding of safeguarding and promoting the welfare of children and young people</li> </ul>		A / I
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Evidence of ability to work as part of a team and an understanding of personal accountability</li> <li>• An ability to adapt information for communication to a range of audiences</li> <li>• A commitment to improving colleague experience</li> <li>• A commitment to equality and inclusivity</li> <li>• Excellent organisational skills and an ability to prioritise competing demands</li> <li>• Flexibility and adaptability to change</li> <li>• A commitment to professional development</li> <li>• Co-op Academy Grange expects all employees to uphold the duty to safeguard and promote the welfare of learners</li> </ul>		A / I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and



# Academies Trust

principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.