



JOB DESCRIPTION

HR Administrator	
Grade	E – Scale 4 to 6
Hours	To be agreed
Section	Support Staff
Responsible to	Head of Human Resources
Responsible for	This position has no responsibility for Line Management

Job Purpose	To work in the MAT central HR team supporting the Human Resources of the Multi Academy Trust (MAT)
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Duties & Responsibilities	The current main areas of responsibility are as follows but all staff within the central team are expected to show flexibility in the reviewing of responsibilities to meet the MAT’s needs, which may change from time to time.
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MAIN DUTIES	<ul style="list-style-type: none"> • Onboard new staff and perform recruitment checks, support the end-to-end recruitment process • Administer leavers and exit questionnaires • Prepare and issue HR documents/letters (i.e., contracts/change of contract/grade/new starter etc.) • Ensure the HR database, SAM, accurately reflects current staff details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave • Administration of the staff probation period process, alerts, and letters • Support the administration of the Annual Appraisal process • Absence Management Administration, including Sickness, Maternity/Paternity/Shared Parental Leave and Return to Work forms, providing data as requested • Inputting staff information onto the payroll system, including setting up new starters and be responsible for all staff contract changes. • Maintain staff in the Staff Absence Insurance system. Open and close claims and ensure all supporting documents are uploaded • Support case work administration as required, including note taking • Be the first point of contact for MAT schools to form effective working relationships with staff and line management alike ensuring high levels of customer service. • Employee wellbeing: support on wellbeing projects e.g., employee recognition schemes, working with external providers
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- Participate in HR projects i.e., Recruitment Events
- General support to the Head of Human Resources as required.
- Participate in the MAT's Appraisal process
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
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- Perform any other reasonable tasks within the range of the salary grade

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS
EDUCATION AND QUALIFICATIONS	Essential <ul style="list-style-type: none"> • 5 GCSE's or equivalent including Maths and English at Grade C or above • Experience of working in a busy office environment
RELEVANT EXPERIENCE	Desirable <ul style="list-style-type: none"> • Experience of working in a school setting
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of HRIS is highly desirable • Ability to manipulate and interpret data • Ability to relate to teachers, other professionals, stakeholders and students
SKILLS	Essential <ul style="list-style-type: none"> • Excellent ICT, administration, time management and self-motivation skills • Proficient in Excel skills • Acute attention to detail • Ability to prioritise tasks effectively Desirable <ul style="list-style-type: none"> • Excellent oral and written communication skills • Ability to work as a member of a team and work on own initiative • Ability to be positive, resilient, enthusiastic and flexible when working under pressure
OTHER	<ul style="list-style-type: none"> • Driving Licence and own transport to travel to schools within the MAT • Ability to relate to and promote the positive ethos of the MAT • Willingness to undertake training as required

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES