

Role	Grade	Reports to
Apprentice HR Administrator	Grade 3	Senior HR Administrator

Main purpose of the job:

The HR team is responsible for providing strategic and operational support to the Trust through engagement with senior leaders, managing relationships with unions and providing a high-quality HR service to all stakeholders.

To support HR administration in line with the Trust procedures, ensuring accuracy, compliance and best practice.

To work towards accreditation by achieving the apprenticeship standards, completing all assignments and training.

Key relationships:

This role will be part of the Trust HR Team, working closely with other members of Trust professional support teams including Finance, IT and Estates as well as school-based colleagues across all sites.

Externally, the postholder will work with suppliers such as TES, recruitment agencies, our external payroll provider and occupational health.

Main accountabilities:

- Supporting the central HR team by providing administrative support for key processes
- Maintaining and updating staff records
- Developing knowledge of routine HR procedures in order to ensure all processes are compliant
- Operating relevant ICT systems including Arbor and Office 365

Recruitment and selection

- Provide administrative support to HR colleagues and schools with key recruitment tasks including advertising vacancies, coordination of shortlisting packs etc.
- Carry out a range of checks to ensure candidates for interview are appropriately qualified and suitable for the role (DBS Self-Declaration, references, teacher registration)
- Complete comprehensive pre-employment checks (DBS, medical etc.), tracking completion at all stages and working closely with the Senior HR Administrator and School Operations Managers to ensure checks are completed in a timely manner and that any potential issues or concerns are followed up

Staff files and reporting

- Create staff records to support the HR Officer and IT colleagues in setting up access for systems
- Update payroll records as instructed by Senior HR Administrator
- To support school colleagues with maintenance of the Single Central Record (SCR Tracker), liaising with colleagues to ensure key data is recorded and kept up to date
- To ensure staff data is updated and accurate to support HR reporting
- To ensure compliance with data management processes, filing and archiving records in line with GDPR requirements
- Utilise templates to produce a range of HR letters such as invitations to interview, confirmation of holiday entitlement, confirmation of maternity or paternity leave and the attendance management process

General

- Provide administrative support at formal meetings to develop knowledge of policies and formal employment procedures
- To support the HR team with other projects and activities as required
- To work with the HR Officer to develop and maintain effective HR administration systems in order to provide an efficient and effective support service to all schools

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
GCSE Maths and English	Essential	Application
Meets entry requirements for Level 3 HR Support Apprenticeship HR support / Institute for Apprenticeships and Technical Education	Essential	Application, Interview
Knowledge and Experience		
Proficiency in Microsoft applications, including Outlook, Word and Excel	Essential	Application, Interview
Effective communication skills to liaise with a wide range of people at all levels	Essential	Application, Interview
Excellent organisational skills, demonstrating attention to detail and accuracy and working in a systematic, methodical and orderly way	Essential	Interview
Ability to plan and prioritise own workload, to meet deadlines within fixed timescales	Essential	Interview
Be able to work constructively as part of a team, understanding roles and responsibilities and your own position within these	Essential	Interview
Behaviours and Values		
Excellent organisational and prioritisation skills, with the ability to manage multiple competing activities	Essential	Interview
Demonstrates attention to detail and a commitment to carrying out activities with diligence and accuracy	Essential	Interview
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to achieving a professional qualification in HR and maintaining and developing professional knowledge and skills	Essential	Application, Interview
Demonstrate tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Demonstrate a commitment to safeguarding children and safer recruitment	Essential	Application, Interview
Demonstrate the ability to manage highly confidential material in an appropriately sensitive way	Essential	Application, Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.