

JOB DESCRIPTION

POST: Interim Human Resources Administrator

RESPONSIBLE TO: Human Resources Manager

GRADE: Grade 2

CORE PURPOSE: To provide efficient and effective administrative support for Human Resources, ensuring information is up to date in the relevant systems, service users are provided with key information on HR processes and procedures and the maintenance of accurate HR related records.

SPECIFIC RESPONSIBILITIES

Dealing with all new starters and leavers in accordance with the relevant process, including:

- Drafting standard & contractual letters such as offer letters, resignation acceptances, retirements and end of contract letters
- Compiling offer packs and joining instructions
- Applying for references
- Checking eligibility to work and maintain records on individuals personnel file on an ongoing basis

Ongoing maintenance of HR database/filing, including:

- Notification to all key personnel to ensure all relevant parties aware of joiner / leaver
- Run reports to monitor probationary periods and liaise with managers to assess progress. Confirm completions in writing and escalate any queries.
- Maintenance of HR System (Access HR) to include general changes to employees records, including but not limited to transfers, changes to bank details, maternity & secondments.
- Carry out filing in a prompt manner

General Duties, including:

- Administer the sickness absence process - including producing monthly sickness reports, chasing missing sick certificates, raise any areas of concern as appropriate
- Record and monitor the Performance Management process including recording incoming forms on SchooliP
- Monitor contract and assignment end dates and handle administrative and system changes related to this
- Administer Maternity and Paternity leave processes
- Undertake ad hoc projects and carry out any other duties as requested by other HR staff, managers, or directors
- Respond to ad hoc queries, via phone, email and face to face, in a timely manner
- Providing advice to service users on general HR queries relating to terms and conditions of employment e.g. annual leave; notice periods; pay rates.
- Organising and minute taking at meetings
- Working effectively as a member of the HR team, supporting colleagues with their work and handling day to day queries arising from service users

- Providing administrative support to the HR team, including administration and diary management

Developing Self and Working with Others

- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff, providing an example through their own development and practice
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham Academies Trust, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Equality and Diversity

The Trust is committed to equality and diversity for all members of society. The Trust will act to discharge this responsibility, but many of the actions will rely on individual staff members to embrace their responsibilities with commitment, and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the Trust initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the Academies, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

Person Specification

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Educated to NVQ Business Administration level 2 or equivalent • Certificate in Personnel Practice (desirable)
Experience	<ul style="list-style-type: none"> • Experience of working in an office environment • Experience of setting up and maintaining accurate systems and records • Experience of data entry into a series of systems • Experience of working in a school-based environment (desirable) • HR Experience (desirable) • Experience of using an HR system (desirable)
Skills and knowledge	<ul style="list-style-type: none"> • Excellent numeracy / literacy skills • Effective use of ICT packages such as Word & Excel • Ability to plan and develop systems • Excellent verbal and written communication skills • Ability to organise, and prioritise work using own initiative to ensure deadlines are met. • Ability to create and maintain positive working relationships • Analytical and problem solving skills (desirable) • Research skills (desirable) • Working knowledge of HR policies/codes of practice/legislation (desirable)
Personal Qualities	<ul style="list-style-type: none"> • Friendly and approachable manner • Self-motivated • Professional approach • Flexible • A commitment to working as part of the whole school team and supporting the vision and aims of the school • Full clean driving license (desirable) or able to travel between Academies