

# Job Description and Person Specification

## **Role**

HR Administrator  
Beckfoot Trust  
Salary/Grade: Band 6  
Reporting to: Cluster Business Manager

# JOB DESCRIPTION

## Corporate Responsibilities

- Provide high quality and effective HR support services, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Adhere to the principles of alignment in the One Trust Contract
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This is a school-based role that will involve contact with children

## Key Duties and Responsibilities

- Support the administrative processes related to the HR function, including recruitment and selection, appointments, pay, resignations, absence and contract changes.
- Provide a point of contact regarding staff absence and associated record keeping (i.e. Sickness Absence Forms, Special Leave Requests, Family Friendly Leave etc.).
- Monitor staff absence, ensure all necessary self-certification forms are completed and liaise with the Cluster Business Manager on long term sickness absence and absence triggers.
- Maintain absence records and ensure that all absence is recorded on the Trust systems.
- Ensure effective communication between the school and payroll provider.
- Check all monthly reports for teaching and non-teaching staff and raise any errors or queries with the payroll provider and/or relevant HR Officer
- Maintain employment records, ensuring compliance with Data Protection Act / GDPR and act with discretion and confidentiality at all times.

## Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Intermediate Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can: Express themselves fluently and spontaneously with minimum effort and only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Date: September 2023**

*This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.*

*Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.*

# PERSON SPECIFICATION

## HR Administrator

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> <li>Minimum of GCSE (A-C/4+) English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant administrative / business qualification</li> <li>Evidence of relevant CPD activities</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Recent and successful experience of providing relevant services</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting school-based services</li> <li>Experience of using management information systems</li> <li>Awareness of Multi-Academy Trusts</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Knowledge, Skills and Ability	<ul style="list-style-type: none"> <li>Work constructively as a part of a team to deliver excellent service</li> <li>Excellent communication and interpersonal skills</li> <li>Strong administrative and organisational skills</li> <li>Effective ICT skills within an office environment and knowledge of Microsoft Office.</li> <li>The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines.</li> <li>Ability to relate well and work effectively with children and adults</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of relevant policies and guidance and awareness of relevant legislation.</li> <li>Knowledge of School Teachers Pay and Conditions</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Character/ Values	<ul style="list-style-type: none"> <li>High commitment to safeguarding and promoting the welfare of children</li> <li>A belief in education and commitment to high levels of service to make a difference for young people</li> <li>Commitment to the Trust agenda for inclusion, diversity, and equality</li> <li>Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> <li>Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know'</li> <li>Emotionally intelligent: know when to direct and when to challenge</li> <li>Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> <li>Understand the importance of work/ life balance</li> <li>Resilient, flexible and hardworking</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the Trust's wider role in the community</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Personal Circumstances	<ul style="list-style-type: none"> <li>Legally entitled to work in the UK</li> </ul>		<ul style="list-style-type: none"> <li>References</li> <li>Interview</li> </ul>

# PERSON SPECIFICATION

Essential Requirements	Desirable Requirements	How Identified
<ul style="list-style-type: none"><li>• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li><li>• Flexible to support out of hours activity on occasion</li></ul>		