
Job description: Human Resources Administrator



Responsible to:	Senior HR Advisor / HR Business Partner
Period of Notice:	2 months
Pay scale:	TDA Pay Scale – Pay Point TDA12

Job Purpose:

To support the Academy's HR Department with administration of HR processes in the areas of HR, Recruitment, Employee Relations, Payroll, Contracts, and Training in providing a high-quality HR administration service to the Academy. This will include updating employee records, ensuring accurate data entry, preparing and issuing letters, contracts and amendments, making bookings, updating and uploading CPD, Appraisal and Training records, and supporting recruitment administration.

Employee Query Handling

- Act as the first point of contact for employee queries into the shared mailbox
- Directing complex or immediate actions to senior HR colleagues

Recruitment administration

To ensure the effective and accurate management of recruitment and contract administration, aligned to safer recruitment processes:

- To prepare and upload vacancies via the Academy's recruitment system ready for approval
- To administer external adverts on the academy's website and issuing to relevant other external websites relevant to the role
- To prepare offer letters via the academy's recruitment system for approval, and issue with the full offer pack for new employees
- To coordinate interviews and provide practical administrative support for Managers for any recruitment on site. Support in recruitment events, attending fairs or events with the Marketing Team

HR, Contracts and Payroll administration

Under the supervision of the Senior HR Advisor/HRBP, to ensure timely and accurate record management, including personnel files, electronic records, and HR and payroll systems.

- To draft and issue new contracts or variation to contract letters to existing staff
- To administer the pension auto enrolment communication protocols for new staff
- Updating contract information through the HR System relating to changes in the employee lifecycle (variation to contracts, promotion contract changes, resignation and leaver letters)
- To take minutes at formal HR meetings (e.g. discipline, grievance, capability, absence)

Training and Continuing Professional Development (CPD) administration

To ensure timely and accurate record management of training and Learning and Development bookings

- To record professional development request forms and make training bookings as required
- To issue relevant staff training agreements, as per the staff development form processes

- To support with CPD training bookings, including planning and booking interpreters for weekly CPD sessions with Education and Care Teams
- To update CPD and training records with completed training

HR Systems, Data & Reporting

- Maintain HR systems and assist with running basic reports
- Create, add and edit electronic employee records
- Administer new starters and leavers within the HR system

Administrative responsibilities

- To work in collaboration with wider HR team and staff, maintaining positive and effective relationships across the academy
- To provide further administration support as requested
- To undertake any further training and professional development priorities, including building own deaf awareness and about the academy's bi-lingual and bi-cultural environment
- Support with HR projects as requested by members of the HR Team
- Support in arranging translation or interpreter requirements for Deaf staff, including requesting translation of HR documentation from English to BSL or booking interpreters for meetings

Other Duties

- Uphold and demonstrate the Values of the Academy at all times
- Participate in annual performance appraisals and undertake relevant staff development
- To be responsible for the health and safety of self and others (in accordance with the Academy's Health & Safety Policy)
- To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy's Safeguarding Policy & Procedures

The above list is indicative and not exhaustive. The Human Resources Administrator is expected to carry out all such additional duties as are reasonably commensurate with the role.

Person Specification: HR Administrator

Criteria	Essential	Desirable
QUALIFICATION & TRAINING		
GCSE qualifications in Maths & English Grade C/Grade 5	*	
Committed to completing the Level 3 HR Support or similar business administration qualifications	*	
Committed to completing British Sign Language Level 1 qualification via the academy	*	
EXPERIENCE		
Experience in delivering high quality customer service or support, through paid or voluntary role		*
Experience in an administrative role		*
Experience of working in HR role		*
SKILLS		
Ability to handle data and information accurately, maintaining confidentiality	*	
Able to communicate and interact with a variety of people	*	
Able to use IT packages, including Word and Excel		*
Understanding of the importance of confidentiality when handling sensitive information	*	
Able to plan and organise workload well, seeking guidance when needed	*	
PERSONAL QUALITIES		
Support the academy's safeguarding culture	*	
A strong work ethic with the ability to go the extra mile for all staff	*	
A proven team player who will be happy helping others as much as themselves	*	