



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

**Post:** HR Administrator

**Salary Level:** Grade 4

**Responsible To:** Head of HR

### **Job Purpose**

Provide a professional and high quality administrative support to the HR Department and to colleagues within the Multi Academy Trust.

To support the Head of HR to ensure the HR Department delivers best practice whilst supporting schools in achieving their educational objectives.

### **Main Duties and Responsibilities**

- 1 To work closely with the Head of HR dealing with issues and in partnership to ensure an accurate and confidential service is provided in a sensitive manner.
- 2 To administer the coordination of recruitment and selection activity for all staff. Including the following; place advertisements in a timely manner, liaising with applicants and manager, typing of job descriptions and person specifications, preparing application packs, preparation of interview schedules, arranging venues and all associated resources required and providing written correspondences such as invite to interviews and offer letters.
- 3 To maintain database systems ensuring appropriate data is collected and maintained accurately, e.g., recruitment trackers, staff databases.
- 4 Develop and maintain a working knowledge of relevant terms and conditions of employment.
- 5 To ensure the administration of appointment of staff is carried out in accordance with the MAT's commitment to safeguarding the welfare of children and young people.
- 6 To work closely with Employment Services to provide administrative support relating to Starters, Leavers and variations in a timely manner for all staff.
- 7 To assist with the Job Evaluation process, as required.
- 8 To enforce and maintain compliance with all relevant legislation.





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- 9 To administer all appropriate documentation in relation to all aspects of the employment cycle, for example, appraisal notifications, contractual changes and leavers letters.
- 10 Communicating maternity/paternity policy to relevant employees, assisting with any queries and ensuring all relevant paperwork is produced.
- 11 To work with the Head of HR on monitoring and evaluating HR systems and processes as required.
- 12 Take accurate notes at meetings and hearings, ensuring they are typed up and circulated appropriately.
- 13 To maintain accurate electronic and hard copy records and ensure they are updated, maintained and stored securely in accordance with the Data Protection Act.
- 14 To support the Head of HR as is necessary to maintain an effective HR service to the MAT.

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Date Reviewed: May 2021**

