

Post title: HR Admin Officer

Salary and grade: NCJ 7-11 £26,403 – £28,142 FTE
Actual Salary £21,613 - £23,037

FTE: 35 hours per week, term time only

Line manager/s: School Resource Manager

Main purpose of the job:

To support the Headteacher and School Resource Manager to ensure all elements of the HR function are covered and tasks completed in a timely manner.

Key duties and responsibilities

Responsible to the School Resource Manager and Senior Leadership Team (SLT) for providing HR/admin support to staff.

Responsible for:

- Advising and supporting management in undertaking recruitment and other HR activities.
- Provide general clerical/admin support e.g. photocopying, filing, completing standard forms, responding to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Undertake administrative procedures as required.
- Maintain appropriate recording and reporting systems for HR activity data, including the school's Single Central Record.
- Support on the implementation of specific policies, projects and initiatives.
- Operate relevant equipment/ICT packages (e.g. Microsoft Office, Finance, MIS)
- Provide general advice and guidance to staff, pupils and others as appropriate.
- Support effective communication between school and employees
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals as appropriate.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Any other duties and responsibilities appropriate to the grade and role.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

| | | Essential | Desirable |
|------------------------------------|--|-----------|-----------|
| Qualifications | Qualification relevant to post level (GCSE/NVQ) | • | |
| Experience | Some generalist HR experience within a commercial environment. | | • |
| | Experience of working with a range of internal and external parties. | • | |
| | Experience of working within the Education sector. | • | |
| | Excellent communication and presentation skills | • | |
| | Ability to plan, prioritise workload and work to tight deadlines | • | |
| | Accuracy and attention to detail | • | |
| | Ability to assess risks and deliver a solution focused approach | • | |
| | Ability to persuade, negotiate and influence others | • | |
| Thinking Ability | An analytical thinker who can process complex information quickly and rigorously in order to recommend effective decision making | • | |
| | Can demonstrate sound judgement to undertake complex tasks in a systematic way | • | |
| | Thinks creatively and imaginatively to solve problems and identify opportunities | • | |
| | Able to demonstrate having planned appropriately for future success | • | |
| Personal Effectiveness | High ethical standards and influencing skills with the ability to engage effectively with all staff across the Trust | • | |
| | Self-confident with the ability to transmit appropriate messages to appropriate audiences | • | |
| | Works reliably under pressure to produce timely, accurate information and is willing to do whatever necessary to bring about results | • | |
| | Able to be resilient and robust whilst showing compassion in dealing with issues and is calm under pressure | • | |
| Interpersonal Relationships | Demonstrates a variety of management approaches | | • |
| | Ability to establish positive and productive working relationships with school leaders and outside agencies | • | |
| | Effectively engage and communicate with others | • | |
| | Shows concerns for impact – identifies the most | • | |

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| | important concerns and issues of others – modifies own behaviour to achieve the required outcomes | | |
| | Goes out of the way to establish contacts and use the relationships to achieve business objectives. | • | |
| | Able to remain approachable and professional at all times. | • | |
| General | The flexibility to meet the full range of job requirements. | • | |
| | Ability to apply knowledge of the principles of Data Protection/GDPR | • | |
| | Demonstrate a firm commitment to the concept of Multi Academy Trust and desire to see the Trust flourish and expand in a sustainable manner | • | |
| | No serious health problems that will likely impair or impact on job performance. | • | |