

HR Administrator



RECRUITMENT PACK

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Our Trust



I am proud to welcome you to Impact Education Multi Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged.

Our vision is to be a Trust **Where Hearts & Minds Connect**; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff.

Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection.

We believe that collaborative leadership and strong partnership development can lead to a significant positive impact on the quality of education through sharing the best collective practice.

Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Best Wishes,
Mick Kay
Chief Executive Officer & Accounting Officer

Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire.

Founded in 2016, Impact Education Multi Academy Trust consist of eight academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

Our Trust Our Family

Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.

Job Description

Post:	HR Administrator
Overview:	To provide a comprehensive HR service for over 700 staff within the Impact Education Multi-Academy Trust
Contract Type:	Full Time (37 hours per week) Permanent
Salary:	Scale 4-5 SCP 7 - 13 (£22,369 - £24,948 FTE) actual (£20,648 - £ £23,220)
Contract Term:	Term Time + 20 days
Responsible to:	HR Administration Manager/Advisor
Working Relationships:	Executive Leadership Team and relevant external support providers. All Staff: Central team, Headteachers, Teachers and Support Staff, HR, Finance, IT and Payroll provider.

This is an exciting opportunity to join a developing Multi-Academy Trust of eight schools. The Trust's mission is to improve the life chance of children and young people, while also aiming to be the best employer possible. The role will be based in the Trust central office at Bradley, Huddersfield, however the ability to travel to individual schools is a necessity. The purpose of the role is to provide a comprehensive HR administration service for over 700 staff within the Impact Education Multi-Academy Trust. This role is key in the HR Central Service team and will cover all aspects of HR administration throughout the employee lifecycle.

Job Purpose

- The main purpose of this role will be to provide a high quality, efficient day-to-day HR service for the schools and central team.
- Providing a timely, confidential, efficient, and compliant HR administrative service focusing on the following areas: recruitment processes, HR records management, HR administration and employment documentation.
- The post holder will be expected to work with a high degree of accuracy, confidentiality and attention to detail.

Principal Responsibilities

Principal responsibilities of the successful candidate will be:

- Carry out a wide range of administrative functions relating to all aspects of work within the HR team including, but not limited to recruitment, on-boarding, employee relations, data entry, data analysis, learning and development, benefits management and off-boarding.
- Processing new joiners onto the HR Information System and liaising with internal stakeholders to ensure everything is set up in time for the new joiner's arrival.
- Send out induction checklists and probationary review forms to line managers for their new starters. Monitor the return of induction checklists and probation forms and follow up with

line managers where these are not completed.

- Monitor staff absence and logging following up on sickness/return to work interview documentation. Ensure the receipt of medical certificates where appropriate.
- Generating offer letters, contracts, contractual changes.
- Processing changes (salary, roles, hours etc.) on the HR Information System.
- Act as a point of contact to answer and deal with day-to-day enquiries (both internal and external) in a timely and efficient manner, signposting or referring when needed.
- Support the efficient running of the entire recruitment and selection processes which will include the full safer recruitment process, producing panel packs, sending out invites, checking applicant details, producing schedules etc.
- Maintain accurate electronic and paper records of the recruitment and selection process.
- Ensure all staff have relevant training assigned, and are up to date and compliant.
- Advocate the development of HR systems and processes and assist with other HR projects where required.
- Support the HR Advisors with employee relations cases when required including general administration and being present at informal and formal meetings to take minutes.
- Be committed to the continuous improvement and review of current practices and procedures; making suggestions for revision where need for change is indicated.
- Carry out any other such reasonable duties as may be determined by the scope of the post.

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the Trust.

Accountability

- Accountable to the HR Administration Manager/Advisor.

Professional Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting Human Resources.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff.

General

This job description is subject to special employment conditions relevant to working in schools, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and promoting the welfare of Children and young People: adherence to academy policies and procedures at all times.
- Health and Safety: compliance with academy policy and taking responsibility for relevant risk assessment and personal H+S.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with academy policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

The post-holder must uphold the Trust's ethos and values, promoting the safety, happiness and well-being of staff and students of the academies.

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time after consultation with the post-holder. Employees of the Trust will be expected to comply with any reasonable request from the Executive Leadership Team/direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the Trust.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role. Employees are expected to participate fully in the staff appraisal review process.

This post is subject to a six-month probation period.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Person Specification

	Essential	Desirable
QUALIFICATIONS/TRAINING/KNOWLEDGE		
Relevant HR qualification, e.g. CIPD (or willing to work towards) and/or significant current administration experience	✓	
Have a high standard of education, literacy and numeracy (minimum equivalence of GCSE C/5+ English and Maths)	✓	
Be a member of the Chartered Institute of Personnel and Development		✓
Has demonstrable knowledge of the education sector		✓
Relevant and recent personal and professional development	✓	
Up to date working knowledge of employment law		✓
Safer Recruitment training certification		✓
Full UK Driving License	✓	

EXPERIENCE AND SKILLS		
Understanding of Human Resources process, procedures and policies		✓
Experience working in the current educational environment		✓
Experience of working with trade unions		✓
Experience of administration related to Teachers Pension and Local Government Pension Scheme or be willing to undertake training		✓
Good listening, oral and literacy skills	✓	
Record-keeping skills and information management	✓	
ICT literate	✓	

EXPERIENCE AND SKILLS cont.		
Time management and working to deadlines	✓	
Knowledge of Equal Opportunities and Human Rights legislation	✓	
Knowledge of Data Protection legislation, including GDPR	✓	

COMPETENCIES		
Is an effective communicator with highly developed interpersonal skills	✓	
Able to work flexibly in order to support and advise meetings that might be outside the normal working day.	✓	
Is able to establish professional working relationships with Trustees/Directors/Executives and all key stakeholders	✓	
Adheres to and encourages in others professional standards of fairness and integrity	✓	
Is committed to safeguarding and promoting the welfare of children and young people	✓	
Is enthusiastic, self-motivating and able to prioritise and manage multiple work and deliver to deadlines	✓	
Enjoys being accessible, responsive and accountable to others	✓	
Is resilient and responds well to pressure, deadlines, interruptions and conflicting demands	✓	
Maintains confidentiality and is able to remain impartial	✓	
Possesses a sense of humour, keeps a sense of perspective, and has the ability to maintain a healthy work/life balance	✓	
A strong work ethic and commitment to task completion beyond normal working parameters as required on occasion	✓	

GENERAL REQUIREMENTS		
Commitment to the Trust's ethos and values	✓	
Commitment to providing a responsive and supportive service	✓	

Proactive in acquiring and understanding changes to HR-related law and guidance, including training as required to benefit the role	✓	
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Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. Our staff can also apply to take part in a range of external development programmes, including Apprenticeships and other role-specific CPD is also actively supported.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website:

www.i-mat.org.uk/working-for-us/

How To Apply

Please download and complete the application form online and return to hr@i-mat.org.uk.

Or alternatively apply via TES.