

## Job Description

### Post: Business Support Administrator (HR)

#### Purpose

To challenge educational and social disadvantage in the North.

#### Duties and Responsibilities

- Live the mission, values and drivers every day.
- Provide a full HR administration service, ensuring tasks are completed in an efficient, accurate manner, in order that agreed service standards are met and do not breach.
- Support the preparation of recruitment documentation and manage the recruitment process by:
  - publishing accurate vacancies to our trust careers site and other job boards as directed
  - coordinating the process of shortlisting, inviting candidates to interview, and preparing documentation for interview
  - generating offer documentation, including contracts, and sending to new starters
  - completing all necessary pre-employment checks (including DBS, social media screening, establishing right to work in the UK, qualifications, medical checks, and obtaining references)
- Update and maintain single central records (SCR), ensuring the information contained within the SCR remains accurate and up to date.
- Administer HR related documentation for recruitment, onboarding and family friendly leave.
- Be a champion for our trust HR system including ensuring structures and employee records are maintained in line with expectations.
- Maintain electronic personnel files for all employees and workers.
- Process personnel and payroll documentation, including appointment, contract variation and termination documentation, as required and in line with the published payroll cut off periods.
- Support leaders in following our onboarding process for new starters, offering advice and assistance with the process.
- Support managers with the probation process, answering queries and helping them to ensure meetings take place as required.
- Co-ordinate staff attendance including producing documentation and liaise with academies regarding return to work meetings, trigger points and concerns.
- Use the reporting facility within iTrent to provide reports for the purpose of compliance, audit and monitoring employee data.
- Advise leaders and employees on pay and remuneration issues, including promotion and benefits.
- Take a flexible approach to work, supporting administration in other functions as directed.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our trust's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the trust calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the business services team leader.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***