

ST JOSEPH'S SPECIALIST TRUST

Job Profile

HR Administrator

Name:

Date:

Job Context: St. Joseph's Specialist Trust is a specialist school and college, registered children's home and an adult supported living function (together "St Joseph's"/the "Trust") with approximately eighty four students and ten tenants. It has a staff of around 230.

This job profile recognises the requirements of the Trust's current pay policy and reflects the vision, aims and policies established by the Trustees.

Title: HR Administrator

Job Purpose: Providing administrative support in all aspects of the HR Function, working closely with the full HR team, including Payroll and Recruitment and assisting the Senior HR administrator, under the direction of the Director of HR

Accountable to: Director of HR

KEY ACCOUNTABILITIES

Policy and Leadership

- To have a good working knowledge and understanding of all school policies.
- Working within the Business & Admin team, ensure all policies are vigorously adhered to in practice, particularly in relation to health and safety and security, to minimise risks to the Trust, the staff, the students and where relevant, the tenants.
- Working within the framework of the trust's policies and procedures, to always apply the highest standards of accountability, ethics and confidentiality to all work practices.
- To mentor and provide support and guidance to less experienced members of the learning team, sharing gained knowledge.
- Engage with the trust's performance management programme to ensure continued professional development of self and the other members of the team.
- To attend and contribute to staff meetings as required by the St Joseph's.
- Share duties within the Business & Admin team to ensure the smooth running of the function as a whole over the various peaks of activity in the school year.
- Work in accordance with Keeping Children Safe in Education and within the statutory guidance on the Prevent Duty and have due regard to the need to prevent students from harm and being exposed to extremism, radicalised and drawn into terrorism.

Main duties

- Many of the following duties will be supporting colleagues and gradually showing independent skills to work towards professional development to eventually move to a senior administrator role, when there will be expectation to take the lead in key areas.
- As part of the HR team, assist with all levels of general office duties as required. Including the creation of new personnel files and maintaining current files, both hard copies and electronic. Plus, completion of confidential filing as a (minimum) routine weekly task, pro-actively sorting and collecting paperwork from the administration and Director of HR offices before storing in current or archived personnel files.

- Input and maintain personnel data on the Trust's Management Information Systems (e.g., SIMS, Every and Blue Sky – People Management) and assist with the introduction of any changes to current software and the usage of any new software, uploading data and rolling out across the organisation. Provide HR data reports using the MIS software as required.
- Provide support to the Director of HR, and when needed, other Core Senior Leaders, Recruitment team and Senior HR Administrator during inspections, assisting with file checks and gathering data.
- Detailed note taking at HR meetings when required by the Director of HR or Executive Principal.
- Working with the Estates and Facilities Administrator and Head of Safeguarding, gather accident and injury reports from around the site and maintain HR Health and Safety information, submit RIDDOR reports and produce reports for the Director of HR as required.
- Support Director of HR following Capability and Disciplinary Hearings, distributing and filing hearing notes and letters.
- Respond to staff regarding absence, special leave or exceptional holiday requests and other ad hoc HR queries as directed by the Director of HR.
- Assist the Senior HR Administrator to ensure all Blue Sky – People Management portfolios are regularly updated with reviews and prompting line managers as required.
- Arrange flowers for leavers and sick or bereaved as appropriate.
- Arrange exit surveys (using survey monkey) and exit interviews as required.
- Support Senior HR Administrator with day-to-day DBS update checking.
- Support Senior HR Administrator in the organisation of risk assessments as needed, circulate risk assessments and support the maintenance of the risk assessment log of reviews to ensure regular monitoring and reviews.
- Support Senior HR Administrator with preparation of reports and collation of data for Director of HR prior to staff meetings regarding absence management and towards termly governor and trustee reports.
- Support Director of HR in preparation of KPI reports and collation of data for termly and interim trustee and governor reports.
- Under the Direction of the Director of HR, ensure that the Single Central Record is accurately kept up to date and periodically review its contents.

- To act as HR staff point of contact during Senior HR Administrator and Director of HR absence and assist with all reasonable requests.
- Assist the Payroll Officers and Senior HR Administrator with the provision of HR data and ad hoc queries.
- Prepare variations to employment contracts (and update associated software) for all staff when working arrangements are changed, on achievement of recognised qualifications, completion of preceptorship or as directed by Director of HR.
- Prepare and provide letters to all staff in regard to salary updates in relation to performance related pay, cost of living rises etc and update systems accordingly.
- Attend adult mental health first aid training as required and support staff mental health and wellbeing as part of the Adult Mental Health First Aid Champions, led by the Director of HR.
- As part of the HR team, provide staff with mental health and wellbeing support under the direction of the Director of HR.
- To carry out other reasonable requests made by the Director of HR and Executive Principal.

Evaluation and Quality

- To provide reliable consistent support delivered on time.
- Ensure that all data and records produced are stored securely and confidentially.
- At all times maintain confidentiality and comply with the data protection policy and procedures.

