

People Administrator Job Description

Key Purpose of the Role

To support the People (HR) function, specifically in the areas of generalist HR administration, payroll administration, recruitment and selection, data and record management and reporting; delivering a high quality, professional HR service to Trust schools and the Central Team.

This role is graded as St Christopher's Pay Scale grade 4.

Line Management

1. People Coordinator

This post has no line management responsibilities

All matters concerning to Child Protection will be directed to the Designated Safeguarding Lead.

Key Roles and Responsibilities

Responsibilities will include ensuring HR documentation and processes are compliant with regulations and internal policies and procedures, particularly regarding safer recruiting, and giving first level advice for school admin teams in relation to these. To provide effective, accurate and efficient admin support to the People Team and Central Team colleagues.

HR and payroll administration

- To manage individual payroll claims, authorisations, and ongoing administration requirements
- To prepare and send new and variation to contract letters advising payroll in a timely manner of any changes, ensuring payroll timelines are observed
- To take minutes at formal meetings (e.g. discipline, grievance, capability, absence)
- To provide administration support to the auto enrolment pensions process

Recruitment and contract administration

To ensure the effective and accurate management of Trust-wide HR administration, through the following:

- To support the recruitment process ensuring compliance with Safer Recruitment process
- Administer the external adverts on the Trust recruitment system, required websites and managing the Trust and school vacancy pages
- Support with recruitment days, including being the HR representative onsite to ensure smooth running and good candidate experience
- Issuing offers and contracts of employment for all employees
- To ensure prompts are set up for all line managers for induction, probation and appraisals and recording of documentation of the same

Data management and reporting

To ensure timely and accurate record management, including personnel files, electronic records, and HR and payroll systems.

- To ensure that electronic employee records are accurate and up to date, ensuring compliance with legislation
- Responsible for data entry, regular and ad hoc reporting, and administering an annual data cleansing exercise
- To signpost staff to relevant HR policies when needed and answer initial queries relating to them
- Create HR data reports when requested
- Compile and maintain, a Trust list of job descriptions

- For the Central Team, administer absence reporting and recording processes, ensuring that all absence is reported, recorded, and followed up in accordance with the appropriate Trust policies and procedures, produce letters and reports as required
- To take responsibility for reporting that the probation process is tracked effectively across the Trust

Generalist responsibilities

- To work in collaboration with school administration teams as appropriate, maintaining positive and effective relationships with Leaders across the Trust
- To provide further administration support on any HR project work
- To cover for absent colleagues in supporting HR administration across the Trust
- To be willing to travel to any school within the Trust as required
- To undertake any further training as identified in the Trust review procedures. To demonstrate a commitment to continuous professional and self-development in line with The Trust and professional development priorities.

General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the Trust at the time.

Although the post is based at one of the school’s in the Trust, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our academies, subject to notification and acceptance by the post holder. Travel is paid if this is required.

Acceptance of this Job Description

On behalf of St Christopher’s C of E (Primary) Trust:	On behalf of the Employee:
Signed:	Signed:
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: