



Job Description

Job Title: HR Administrator- Primary

Reporting to: HR Officer-Primary

Grade: Scale 3 (scp 5-6)

Overall purpose of the post:

This role is part of the central HR team and will provide strong HR and Payroll administrative support to the HR Officer across the Trust's Primary Academies. This will include liaising with Principals, HR & Business Coordinators and the Primary Executive Team and processing HR changes on the Trust's payroll system.

Main duties and responsibilities:

- To provide administrative and clerical assistance to the team;
- To be a friendly and effective first point of contact for the HR & Business Coordinators;
- To process HR changes for payroll for the Trust's primary academies;
- To participate in the administration of the recruitment process;
- Produce correspondence for any contractual changes to employment contracts;
- Produce and distribute employment contracts;
- Complete pension administration in line with the relevant Local Government Pension schemes and Teachers Pensions;
- To organise and maintain effective electronic records and filing systems in order to provide an efficient working environment;
- Maintain Human Resources/Payroll record system.
- To effectively communicate with the central Payroll and Finance teams;
- To complete and submit the annual Schools Workforce Census for all primary academies
- Note taking in formal HR meetings;

Special Features

- 37 hours per week, 8am to 4pm Monday to Friday working all year round;
- Normal base is Outwood Grange Academy, Wakefield. On occasions you may be required to attend meetings away from your base.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable

- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Trust.