



Job Description

Job Title:	HR Administrator	
Reporting to:	HR Officer – Primary Academies	Scale 3 (scp 14-17)

Overall purpose of the post:

To provide strong HR and Payroll administrative support to the HR Officer across the Trust's Primary Academies. This will include liaising with the Primary Principals and Business Managers regarding all payroll matters and processing HR changes on the Trust's payroll system.

Main duties and responsibilities:

- To provide administrative and clerical assistance to the team;
- To participate in the administration of the recruitment process;
- To organise and maintain effective electronic filing systems in order to provide an efficient working environment;
- To process HR changes for payroll for the Trust's Primary Academies;
- Produce correspondence for any contractual changes to employment contracts;
- Complete pension administration in line with the relevant Local Government Pension schemes and Teachers Pensions;
- Maintain Human Resources/Payroll record system.

Special Features

- 37 hours per week, Monday to Friday working during all year;
- 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 Trust's policies and procedures;
- Respecting confidential issues linked to home/students/teachers/Trust work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Trust's Child Safeguarding Procedures, including regular liaison with the academies' Designated Safeguarding Lead over any safeguarding issues or concerns;
- To comply with the Trust's 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.