## JOB TITLE: HR Administrator

**REPORTS TO:** Payroll Manager

## BAND: Thurrock Grade B

**JOB PURPOSE**

To provide confidential administrative support to assist the smooth running of the Trust’s central HR office.

**KEY CORPORATE ACCOUNTABILITIES**

* Commitment to the Trust’s central team Vision and Values.
* To maintain awareness of and commitment to the Trust’s Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination taking place.
* To comply with all Trust policies including Code of Conduct, Safeguarding Policy and E-Safety Policy.
* To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the HR Director, such other activities as may from time to time be agreed consistent with the nature of the job described above.
* To work with colleagues to achieve service plan objectives and targets.
* To participate in the Performance Management Procedure and contribute to the identification of own team development needs.

**PRINCIPAL ACCOUNTABILITIES**

* To provide confidential general administrative support to the central HR Office.
* To assist the smooth running of the central HR office by handling correspondence including emails and using initiative to deal with telephone calls.
* To assist in the administration of the recruitment process.
* To assist with new starter administration and pre-employment checks including seeking references, medical clearances and Disclosure and Barring Service (DBS) applications.
* To compile new starter and induction packs.
* To maintain electronic personnel files.
* To assist with maintaining the HR databases, payroll and other HR record systems including data entry.
* To provide support to HR colleagues as and when required.
* To maintain confidentiality and data protection adherence at all times.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : …………………………………… Date: ……………… Name in full ……………………. …….

**PERSON SPECIFICATION**

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| **General heading** | **Detail** | **General Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Experience of working in an HR office environment  Education HR experience desirable |
| Literacy | English GCSE (A-C) or equivalent |
| Numeracy | Maths GCSE (A-C) or equivalent |
| Knowledge of relevant policies and procedures | Knowledge of education sector |
| Technology | Proven ability to use Microsoft Office including Word, Excel and Outlook or equivalent  Proven ability to use databases and experience of data entry |
| **Communication** | Written | Proven ability to write letters and emails |
| Verbal | Proven ability to use initiative to deal with telephone calls and staff queries |
| **Working with others** | Team work | Work effectively as part of a team  Ability to work independently |
| **Responsibilities** | Organisational skills | Proven ability to be proactive and prioritise work |

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| **General** | Equalities | Awareness of and commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Good understanding of and commitment to child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the roll |