



**Inspiring Futures
Through Learning**

Inspiring Futures Through Learning Role

Role Title: **HR Administrator**

Accountable to: **HR Co-ordinator**

Grade: **D (MK spine)** (£20,493 at 01.01.21)

Position: Permanent
Full time (37 hours per week), 52 weeks per year

Inspiring Futures through Learning is a forward thinking, developing and expanding Multi-Academy trust, currently serving 13 primary schools in Milton Keynes and Corby, Northamptonshire. This role will require travel between sites.

We live by our vision and values everyday and are looking to expand our team with someone who can not only demonstrate these individually but also help us recruit others who do.

You will support recruitment, induction, HR processes and payroll and will be part of a team providing advice and guidance as needed. Previous HR administration experience is valued as is an understanding of the intricacies of administration processes and high quality organisational skills, including use of Microsoft office tools.

As part of the Professional Services team across the Trust, your role is critical in the support of our vision and in ensuring that children and adults alike learn together and inspire the futures of us all.

Our IFtL Family

At IFtL, we are committed to developing a family of schools who inspire all of our futures through learning. Schools within our Trust share the same values and ethos; our teams are constantly in the pursuit of development and excellence everyday. We open doors to opportunity and unlock the potential of both our children and our adults so that we all develop the confidence to achieve both our independent and collective ambitions. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do.



**Inspiring Futures
Through Learning**

Our vision:
To inspire the futures of us all through learning together

<p>Our values: (what sets us apart)</p> <p>Fun We enjoy what we do</p> <p>Unique We celebrate difference</p> <p>Together We support and encourage</p> <p>Unafraid We are confident to challenge</p> <p>Responsible We understand and are accountable</p> <p>Energetic We are positive and dynamic</p> <p>Strong We are robust and talented</p>	<p>Our priorities: (how we will achieve our vision)</p> <p>Ensure all pupils achieve their potential (progress and attainment for all years and groups)</p> <p>Continuously develop excellent practice (in all areas, for all children and colleagues)</p> <p>Collaborate, innovate and research to be leaders in education (system leadership both internal and external, exciting opportunities and experiences offered)</p> <p>Grow financial sustainability (being resourceful, attracting others to develop together)</p> <p>Nurture a secure and engaging environment in which we all thrive (looking after each other, keeping each other safe, caring about the whole)</p>
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★ Ambitious outcomes ✖ Inspiring leaders ★ Innovative teams ✖ Strong foundations... A great place to be ★

Purpose of job

To deliver comprehensive HR support services to the Trust under the direction of the HR Co-ordinator or other designated person and, in particular, to focus on the recruitment and contract change processes in 3 schools (Corby).

Key Objectives

- Provide excellent support throughout HR processes, with particular focus on recruitment, accurately maintaining employee files and other HR related administrative activities
- Responsibility for end to end recruitment, ensuring safer recruitment processes guidelines are followed as a priority
- Be the point of contact for applicants and recruiting managers
- Be mindful of diversity and inclusions and employment law in relation to discrimination (including positive discrimination) in all recruitment and day to day HR activities
- Ensure that the Single Central Record is maintained to a high standard in line with statutory requirement
- Maintain employee HR files according to data retention and protection guidelines
- Assist with the administration of performance management processes including producing any letters confirming pay changes
- Support with the administration of absence management processes as required
- Provide administrative support regarding employee relations including taking minutes at hearings
- Assist the HR Coordinator with projects including Single Central Record and employee file audits
- Produce and keep others appropriately informed of progress information / data regularly
- Take ownership of ensuring manual and computerised records and management information, ensuring systems, are updated accurately and in a timely manner
- Produce accurate employee reports for submission to external agencies when required
- Take ownership for the resolution of day to day enquiries received involving others, internal and external to the organisation, as appropriate
- Identify any improvements that will allow us to undertake administration in a more efficient and timely fashion in the future.
- To deliver a comprehensive HR service across the Trust providing professional and confidential HR support, advice and administrative support with contractual matters.
- Work proactively as part of the Trust team, helping in other areas where required
- Have an awareness and understanding of Trust policies and procedures relevant to the HR role
- Maintain an up to date awareness of changes in Employment Law and legislative changes that impact on the role.

- Undertake typing and word-processing and other IT based tasks using relevant equipment/ICT packages e.g. WORD, EXCEL, databases, spreadsheets etc.)
- Provide administrative support which may include photocopying, filing, emailing, reprographics work and word processing. Completion of standard forms and respond to routine correspondence
- Work collaboratively with EPM, the external HR advisors to IFtL

Schools and the Trust benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive.

Other information

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Skills and Knowledge		Level		Assess by;
<u>Attainable</u> : Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time				A Application I Interview T Testing R Reference
Desirable: Applications will be preferred from candidates with the denoted qualifications				
Essential: Applicants without the denoted qualifications or experience will not be considered for this role				
Qualifications	CIPD qualifications		X	A
Skills / Experience	HR / Recruitment administration		X	A
	Demonstrable experience / understanding of requirements for high quality administration provision	X		A, I, T
	Previous experience of working within the education sector		X	A, I, R
	Use of Microsoft Office (Word, Outlook, Excel,	X		I
Competencies		Level		Assess by;
<u>Awareness</u> : Demonstrable aptitude and ability to develop in the particular work area				A Application I Interview T Testing R Reference
<u>Significant</u> : Clear competence in the work element sufficient for all role requirements				
<u>Extensive</u> : Sufficient expertise in the work element to lead and mentor others, and influence policy and practice				
Planning and organising work	Appreciation of reporting deadlines and shifting priorities within the academic year.		X	I, R

Planning capacity and Resources	Ability to assess needs and prioritise in line with knowledge of school / Trust requirements and deadlines		X	I
Influencing and interpersonal skills	Supporting in the management of external partners to ensure best value / performance received.		X	I, R
	Influencing skills with colleagues, governors and others in relation to meeting deadlines and ensuring smooth processes.		X	I
Using initiative	Awareness of potential for improvement and development in all non-teaching areas of the school. Initiating and driving through change in partnership with HR Co-Ordinator and Trust.		X	I
Working independently	Dealing autonomously with most administrative problems but keeping others appropriately apprised of all major issues.		X	I, R
Managing people	Proactive member of a team ensuring responsibilities of that team are fulfilled in their entirety.		X	I
Managing resources	Management of own resources issued		X	I
Managing risk	Awareness of safeguarding and child protection guidelines. General health and safety throughout the school.		X	I
Managing oneself	Awareness of personal development opportunities and consistent attendance of mandatory training		X	I