

Job Description

ROLE TITLE	HR Admin Assistant
LOCATION	Trust Headquarters and Remote Working
GRADE / SCALE POINT – SALARY	Grade 4 SP 9 - 12
PENSION SCHEME	LGPS
REPORTING TO	Transactional HR Team Leader

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, Unity Schools Partnership works collaboratively to deliver the highest standards of education.

- Unity Schools Partnership is a family of interdependent schools with a shared ambition to transform lives.
- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all Trust schools, and the Trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are committed to the development of a high-quality, evidence-informed model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust expects its work to be characterised by its values:



The vast majority of the Trust's schools are successful and well-performing, judged 'Good' and 'Expected Standard' by Ofsted. The ambition over the next three years is that schools across the Trust become routinely 'Strong', characterised by top quartile performance and with the capacity to support additional schools in the area that would benefit from being part of the Trust.

In order to achieve this ambition, the Trust will focus on:

Excellent education – Our plans at secondary and primary aim at top quartile outcomes for pupils, with very high parental and external approval ratings of our special schools.

Excellent staff – We are committed to recruiting, developing and retaining great people, creating clear pathways for internal progression and ensuring Unity Schools Partnership is an excellent place to build a career in education.

Excellent support for schools – at the core of our success is the support provided across the Trust for Heads and staff working in Unity schools, from a range of experts at the centre and in our schools.

CORE JOB PURPOSE

To provide efficient, accurate and professional administrative support to the Transactional HR Team, supporting the delivery of high-quality HR services across the Trust. The post holder will assist with day-to-day HR administration, recruitment and pre-employment processes, employee records, correspondence and general HR queries, ensuring information is handled confidentially and in line with Trust policies, safer recruitment requirements and data protection legislation.

Key Responsibilities

- Act as a main point of contact for the HR Helpdesk, receiving calls, providing advice and responding to email queries.
- Administer the Trust's recruitment system for central team posts and Trust schools, including collating vacancy information, placing advertisements, preparing and distributing candidate information packs, liaising with recruiting managers regarding selection arrangements, and preparing/checking offer letters.
- Administer the Trust's HR information system and ensure employee records are accurate and up to date, providing user support to staff, administrators, managers, leaders and employees.
- Ensure completion of all pre-employment checks, promptly alerting the recruiting manager where DBS disclosures or other checks appear unsatisfactory or have not been completed before the start date.
- Upon completion of pre-employment checks, issue the contract letter and Statement of Terms and Conditions to the appointee.
- Contribute to the administration of the Trust's Single Central Record for central staff, ensuring records are up to date and evidence is held on personnel files.
- Work with Payroll to ensure employee records are updated with contract variations and absences, including sickness, maternity, adoption, paternity and unpaid leave.
- Work with the Finance team to ensure staffing budget information is accurate and up to date.
- Produce and distribute maternity pay and other correspondence to ensure Trust employees are aware of their absence entitlements.
- Process leavers for the Trust and issue confirmation letters, completing any related actions as required.
- Ensure schools receive copies of new staff contracts, contract variation letters and other HR transactional correspondence, including sickness and maternity pay letters.
- Support school HR file and Single Central Record audits.
- Maintain the Trust's central team personnel files and ensure access to files is managed in accordance with data protection regulations.
- Work in partnership with the wider Finance and Payroll teams to ensure a cohesive service for all staff.
- Undertake any other duties as required by the Head of Transactional Services (HR and Payroll) or Director of HR.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the Trust's and the schools' Safeguarding policies.

The post holder is required to hold a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of each school and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to schools or the wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff/ pupil information and the Trust's business at all times.
5. Act as an ambassador for the schools and the wider Trust within local communities and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Executive Headteacher/ Headteacher/ Head of School or member of the Senior Leadership or Trust Executive Leadership Teams.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Good attainment at secondary education level. Good standard of literacy and numeracy.	HR qualification or working towards.
Skills and Knowledge	Excellent working knowledge of Microsoft packages, including Word, Excel, PowerPoint and Outlook. High level of computer literacy and keyboard skills. Research and problem-solving skills to deal with routine queries and issues. Excellent administrative and organisational skills. Excellent written and verbal communication skills. Accurate note taking or minute taking skills.	Ability to work flexibly. Ability to analyse and interpret basic data sets.
Experience	Previous HR or Payroll administrative experience within an organisation of similar size and complexity.	Administrative experience in an education setting. Experience of working independently and as part of a team.
Aptitudes / Personal Qualities	Excellent interpersonal skills with the ability to gain respect and confidence of staff at all levels. Self-motivated with tenacity and resourcefulness. Willingness to become expert in specialist systems used within the team and more widely across the Trust. Absolute discretion with regard to confidential HR information. Clear speaking voice and calm, pleasant telephone manner. Ability to work under pressure with a varied and demanding workload.	Ability and willingness to work effectively in a constantly changing environment. Car driver with own transport, willing and able to travel to schools within the Trust with expenses paid in line with company policy.
Safeguarding Commitment	Articulate a commitment to safeguarding and suitability to work with children and young people.	
Other Requirements	Enhanced DBS check required. Willingness to undertake additional training as required.	
Values & Ethos Alignment	Alignment with Unity Schools Partnership and our schools' values and ethos.	