



Morris Education Trust
Job Description
Trust HR Administrator

Name of Post Holder:	
Post Title	Trust HR Administrator
Post Purpose:	To support the Trust HR Manager to deliver a full HR administration function that adds value to the Trust
Reporting to:	Trust HR Manager
Location:	Morris Education Trust and your normal place of work will be based at Impington Village College but you may be required to work at other sites within the Trust
Salary/Grade:	Scale 4
Working time	Full time 37 hours per week and 52 week contract
Disclosure Level:	Full DBS

This role will provide varying levels of HR admin support to all schools and business outlets as required, that buy into this service.

1. Main Purpose of the Role

To support the Trust HR Manager and provide admin support for the recruitment/selection and on-boarding processes and the full employment life-cycle. To produce letters, emails and other written communication and data input as required

2. Key Tasks – Trust wide:

- **Recruitment Administration** place adverts for trust schools/outlets eg TES, CEN, EPM, Indeed.
- **Job Descriptions:** hold a bank of job descriptions and person specifications to assist with recruitment across the Trust
- **Letters of Offer:** produce letters of offer across the Trust for signature and sending out locally
- **On-boarding and vetting checks across the Trust:** administration to support the full on-boarding process for staff, casuals, volunteers from appointment to first day. Responsible for vetting checks to ensure all employees are legal and comply with current DfE, Ofsted etc. requirements
- **DBS:** complete DBS checks as required for staff, volunteers and (IVC host families). Ensuring correct documentation is provided, overseas checks are carried out etc. Dealing with DBS queries and providing advice
- **EPM/Payroll:** produce letters and process pay and contract changes via the portal once authorised by the school/outlet authorisation.
- Undertake other HR administration duties related to HR and to support the school

Key Tasks – Trust and schools/outlets as required

- **Single Central Record:** manage and maintain the SCR as required

- **Sickness:** liaising with cover manager re teacher absence. Responsible for TA and support staff absence record keeping, correct documentation is place. Monitor sickness under the Bradford Factor. Liaising with HR manager when staff progress to informal/formal stage. Arranging OH referrals.
- **Induction:** ensure completion of the induction process/paperwork for MET and MET-Living
- **Probationary:** ensure probationary process is completed for all support staff for MET and MET-Living
- **Leavers:** Administration of the leaving process for all staff for MET and MET-Living
- **Maternity/Paternity/flexible working:** ensure risk assessments are carried out where necessary, all paperwork/documentation is complete and EPM are advised
- **Annual Leave:** record and monitor leave for 52 week staff, dealing with queries and ensuring leave is logged in Sims and documentation is in place.
- **HR records:** maintain confidential personnel records and filing systems necessary, all paperwork/documentation is complete and EPM are advised
- **Sims:** ensure all permanent staff are on Sims. Process personnel changes in Sims. Ensure all pay increases are recorded in Sims. Full attendance records are entered: sickness, leave, unpaid leave, leave of absence, jury service etc
- **Staff Lists:** Keep staff list up-to-date for all staff. Keep joiners and leavers statistics

3. Other Responsibilities

Undertake on-the-job training with the HR Manager to HR procedures are carried out in line with the Trust's policies and procedures

Have an understanding of personnel policies: eg disciplinary, grievance, capability, redundancy, absence monitoring, and equal opportunities

- To play a full part in the life of the Morris Education Trust and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.
- Promote actively the Trust's corporate policies
- Comply with the Trust's Health & Safety Policy
- To participate in the College's appraisal scheme

Trust Ethos

- To play a full part in the life of the Trust community, to support its distinctive mission and ethos
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- To participate in the Trust's appraisal scheme

Safeguarding

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies

- To undertake regular safeguarding/child protection/prevent training, adult protection training as required by the Trust

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed Dated:
Employee

Signed Dated:
Chief Operating Officer