

Salary:	Grade D £26,918 - £29,616 FTE (2025 national pay award pending)
Contract:	Permanent
Hours:	Full time 37 hours per week
Working weeks:	52
Responsible to:	Head of People Operations
Location:	Hybrid – Flexible work base TBC (Thornden School, or Crofton School) with some travel to other sites as required and home working available.

Job Purpose

To support the People Operations Team in delivering a high-quality HR support service to all units within our Trust, actively contributing to the effective implementation of the people strategy, priorities and wider organisational objectives.

The role will have a customer-centric approach providing day to day client relationship management and service delivery. The role will work closely with colleagues across HISP Central to ensure the people needs of the schools/units are met.

Responsibilities

- HR and Payroll Administration
 - Provide a payroll administration service for our schools and business units for the full employee life-cycle from new starts to leavers, checking for accuracy and alignment to appropriate terms and conditions of service.
 - Input staff absence on payroll system, liaising with the People Partners to issue sick pay entitlement letters as appropriate,
 - Prepare and issue employment contracts and letters for contract variations in a timely manner
 - Process Family Leave requests within the payroll system and issue associated letters.
 - Liaising with school/unit staff to ensure accuracy and efficiency.
 - Liaise with Payroll Manager and Finance Business Partners as appropriate to ensure monthly payroll queries are addressed.
 - Support the auto enrolment process for all staff, issuing letters as appropriate.
- Recruitment and Onboarding
 - Support recruitment processes for the schools and business units with administration support to include, but not limited to:
 - Placing recruitment adverts
 - Managing application queries
 - Processing application forms
 - Preparing shortlisting administration
 - Sending interview invitations
 - Completing pre-interview checks
 - Supporting interviews on the day with meeting candidates, checking ID and qualifications, and obtaining signatures for on-line applications.
 - Facilitate the onboarding process for new staff by ensuring pre-employment checks are completed, and induction arrangements initiated.

- Employee Records and Compliance
 - Update staff details and contractual changes in various Trust wide systems (Payroll, MIS, Training, well-being), and to ensure details are saved to the employee file.
 - Keep clear, comprehensive notes to ensure a clear record of issues raised and any action taken.
 - Ensure secure and GDPR-compliant filing and archiving of all People records
- General HR Support
 - Assist in the preparation and issuing of Performance Reviews and annual pay statements for all staff.
 - Act as a point of contact for staff, School HR contacts, and unit leaders providing generic advice on operational people issues, escalating to either the People Partners or Head of People Operations as appropriate.
 - Remain up to date on employment law and HR best practice; keeping abreast of changes and potential future developments that could impact the Trust
- Professional Development
 - Undertake appropriate and regular training and development to maintain knowledge and improve practice.
 - Attend briefings and participate in professional development opportunities.
 - Participate in regular performance management for self and others as appropriate
 - Engage with staff development opportunities.
- Support for the Trust at an appropriate level, according to the job role, grade and training received, all employees of the Trust are expected to:
 - Support the aims, values, mission, and ethos of the Trust and participate in a team approach to all aspects of school life.
 - Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
 - Take appropriate responsibility for safeguarding and children's welfare.
 - Be aware of health and safety issues and act in accordance with the Trust's Health and Safety policy.
 - Contribute to the overall ethos/work/aims of the Trust.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

Person Specification

Qualifications & Training

- Educated to GCSE standard (Maths and English)

Experience

- Ability to work independently and as part of a team
- Proven experience in a business administration role, ideally handling recruitment and/or payroll.
- Experience of interacting with variety of stakeholders at all levels

Skills and Knowledge

- Proficiency in standard IT applications, including Microsoft Office applications
- High level of accuracy and attention to detail
- Excellent organisational and administrative abilities
- Ability to prioritise workload and meet deadlines
- Able to communicate in a clear, concise and accurate manner both using a range of media.
- Confidence and capability to provide appropriate information and guidance
- Understand and respect sensitivity of staff information and employee records
- Ability to maintain discretion at all times and use initiative.
- Awareness of HR best practice
- Familiarity with safeguarding, health and safety, and related training requirements

Personal Attributes

- Collaborative and team-orientated mindset.
- Flexibility to handle a varied workload with competing priorities
- Strong interpersonal skills to build effective relationships with a wide variety of people
- Resilient with the ability to remain calm under pressure
- Articulate, enthusiastic, and well organised
- Highest levels of professional and personal integrity
- Strong customer service orientation.
- Friendly and approachable.
- Commitment to
 - ensuring equal opportunities in the workplace
 - safeguarding and promoting the welfare of young people

Other

- Understanding of the critical importance of child protection and safeguarding
- Successful completion of an enhanced DBS and all other pre-employment checks
- Willingness to travel between different school sites as required.