



**Job Title:** HR Operations Administrator  
**Reporting to:** HR Operations Team Leader  
**Hours:** 22 hours a week, 40 weeks (38 term-time weeks plus 2)  
**Grade:** D

### **Job Purpose**

Reporting to the HR Operations Team Leader, the individual will be responsible for providing a professional HR Operations and payroll advisory and administration service to The Perins MAT.

### **Principal Responsibility Areas**

- Staff contracts and onboarding
- Payroll and pension administration
- Maintenance of Arbor and SAM People HR database and files in accordance with GDPR
- Maintenance of Edupay payroll system and BPS budgeting scenarios
- HR Operations advice and support
- Absence processes and procedures
- SAM People key contact

### **Key Tasks**

- Complete pre-employment checks for all staff, casual workers, volunteers and work experience students
- Issue correspondence, including contracts of employment for all new staff, volunteers, casual and work experience students
- To assist with the preparation and processing of the monthly payroll within stipulated timescales
- Create, maintain and update records on Edupay (payroll software system) and BPS (budgeting software)
- Create, maintain and update Arbor and SAM People HR databases ensuring the accuracy and integrity of all employee data to comply with SCR and SWC requirements.
- Be the organisation's SAM People (HR database) key contact and first line support, responsible for administration and queries, supporting HR, line managers and staff to utilise the system through maintenance, reporting, training and troubleshooting
- To maintain a schedule highlighting all outstanding individual staff contractual and pay actions for SLT
- Administer the Starters and Leavers process including exit surveys – and share key findings with relevant managers and leaders

- Administer changes of contract e.g. flexible working, promotions, changes of hours
- Ensure the timely communication of all staff changes
- Assist with the preparation and issue of Teacher Pay Statements and annual pay review correspondence for all staff areas
- Conduct termly review of volunteers and casual staff
- Carry out annual DBS re-check and Update Service registration for 10% staff.
- Assist with the administration of Local Government and Teacher Pension records, including the auto-enrolment process
- To deputise for the HR Operations Team Leader and act as mentor for HR Operations Assistant
- Assist with the administration of Local Government and Teacher Pension records, including the auto-enrolment process
- To provide management information reports when required
- Research and source information to answer more complex personnel and payroll enquiries with external helpdesks (EPS and Edupay) as appropriate
- Monitor and review procedures, practices and standards and recommend efficiency improvements
- Keep up to date with employment legislation and best practice
- Work with other departments to identify opportunities for improvement
- Participate in cross functional project work as required

### **Additional Tasks**

- Attend departmental and other meetings as required
- Take part in any necessary training and accreditation
- Take part in performance management reviews
- Support the MAT's data protection officer with ensuring data protection compliance and helping the school community understand how to comply with GDPR law
- Be committed to the safeguarding and promotion of the welfare of children and young people – Maintain DSL training and liaise and support the safeguarding lead as and when required complete CPOMS reports
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person

Your core hours will not be changed without discussion with your line manager. It may also be necessary to assist on another site should the needs of the MAT dictate. Hours of work/designated lunch times may be subject to change for operational reasons.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the HR Operations Team Leader.

It is the responsibility of the post holder to be proactive in alerting their Line manager if there are tasks that need to be done in order to protect the efficient functioning of the school and the Safeguarding of the students.

**Personal Specification**

| <b>Qualifications:</b>  |   | <b>Evidenced</b> |
|---|---|------------------|
| GCSE A-C or equivalent in Maths and English   | E | A, I, Cert       |
| Professional Personnel/HR Qualification   | D | A, I, Cert       |
| <b>Key Competencies – must be able to demonstrate:</b>                              |   |                  |
| Excellent, communication and interpersonal skills                                   | E | A, I, R          |
| Skilled in maintaining personal and professional confidentiality.                   | E | A, I, R          |
| <b>Skills and Abilities</b>   |   |                  |
| Competence to build and effectively manage relationships at all levels of The Trust | E | A, I, R          |
| Organisational Skills   | E | A, I, R          |
| Ability to prioritise and manage workload to successfully deliver to deadline.      | E | A, I, R          |
| Ability to work in a pressurised environment  | E | A, I, R          |
| Good knowledge of Microsoft Office packages.  | E | A, I, T          |
| <b>Experience</b>   |   |                  |

|   |   |      |
|---|---|------|
| Will have worked in an educational establishment and be able to demonstrate knowledge of school processes   | D | A, R |
| Experience in HR, with up-to-date basic knowledge of employment law covering contracts of employment, recruitment and individual employment rights. | D | A, R |

A – Application, I – Interview, R – Reference, T – Task, Cert – Certificates, D – Desirable, E - Essential