



THE PERINS MAT

UNLOCKING POTENTIAL
ENRICHING LIVES

HR OPERATIONS ADMINISTRATOR

JOIN US

Post Title: HR Operations Administrator

Contract Type: Permanent, 22 hours per week, 40 weeks per year
(Preferred Working pattern Mondays, Wednesdays & Fridays)

Reporting to: HR Operations Team Leader

Salary Range: Grade D £26,918 - £29,616 pro rata per annum
(Actual salary £14,041 - £15,448 per annum)

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ROLE PROFILE

This is a rare opportunity to join our friendly and welcoming team of support staff at Perins Multi Academy Trust. 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.

The successful candidate will have proven experience of providing administrative support, ideally in a Personnel / HR department. An HR qualification would be advantageous.

The Perins MAT offers a busy and ever evolving work environment, where no two days are the same. If you are a competent and well organised administrator, able to prioritise tasks and communicate effectively with staff at all levels we encourage you to apply.

USEFUL LINKS



The Perins MAT



Meet our CEO Steve Jones



Perins School



Sun Hill Junior School



Perins Pre-School

HR OPERATIONS ADMINISTRATOR ROLES AND RESPONSIBILITIES



“

Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.

Team Leader

“

There is a happiness around this school. Pupils are eager to learn and find out new knowledge.

Ofsted.

Sun Hill Junior School.

- 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).
- Be the organisation's SAM People (HR database) key contact and first line support.
- 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.
- 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.
- To provide management information reports.
- Provide HR Operations advice and support.



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Qualifications & Person Specification

- GCSE A-C or equivalent in Maths and English.
- A professional HR qualification is desirable.
- Excellent, communication and interpersonal skills
- Skilled in maintaining personal and professional confidentiality.

Experience & Essential Skills

- Proven experience in a Personnel / HR role or similar.
- Ideally will have worked in an educational establishment and be able to demonstrate knowledge of school processes.
- Able to demonstrate a high level of attention to detail.
- A systems focussed fast learner, capable of understanding HR Processes and activity.

- Competence to build and effectively manage relationships at all levels of The Trust.
- Strong organisational skills.
- Ability to prioritise and manage workload to successfully deliver to deadline.
- Ability to work in a pressurised environment .
- Excellent IT skills, including a good knowledge of Microsoft Office packages, and maintenance and management of databases.

BENEFITS



Remuneration: Support staff salaries are based on HCC grades.



Holiday: Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension: Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts: We offer a wide range of voluntary discounts via our partners KAARP.



Childcare: Reduced pre-school fees at Perins Pre-School, and also at the breakfast and afterschool club based at Sun Hill Junior School.



Training : We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



GUIDANCE FOR APPLICATION FORM COMPLETION

Employment History

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

Formal Education

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

Job-Specific Information

- Complete all questions related to the HR Operations Administrator position.

Safeguarding Children and Adults

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Perins MAT.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

Additional Tips:

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.

Thank you for your interest in the HR Operations

Administrator position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!



I sincerely hope that you find the information provided informative, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of The Perins MAT is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at The Perins MAT, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing staff team.

Steve Jones - CEO The Perins MAT



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