



MAIDEN ERLEGH
TRUST

Maiden Erlegh Trust Requires a **HR Administrator**

Start date: asap

Closing date: 9am 8 July 2022

Interviews: Shortly after the closing date

Hours: 20 hours per week, all year round

Salary: Grade 3, SP5. Fulltime £19,650. Actual from £10,621.62

We are now looking for a HR Administrator at Maiden Erlegh Trust

This post will play a vital administrative role in supporting the HR Central Services function in the provision of a high quality, efficient HR service for the Trust. This role will support the Senior HR Administrator and HR Apprentice in improving, streamlining, and delivering an effective HR service.

The successful applicant will possess the following;

- Be highly proficient in Word, Outlook, and Excel
- Qualifications or demonstrable knowledge, professional development and experience relevant for the role
- A solid administrative background
- Excellent organisation, prioritisation and administrative skills with the ability to work harmoniously, efficiently and often under pressure
- A 'can-do' approach with the ability to work independently.

The HR department at Maiden Erlegh Trust is a small but highly experienced team of HR professionals. They are motivated by the day to day challenges that working across multiple schools can bring and work hard to ensure that a seamless and efficient HR service is provided.

If you would like to have an informal chat with the hiring manager please email our recruitment team on recruitment@maidenerleghtrust.org who can help organise this.

The Trust reserves the right to interview and appoint before the closing date.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

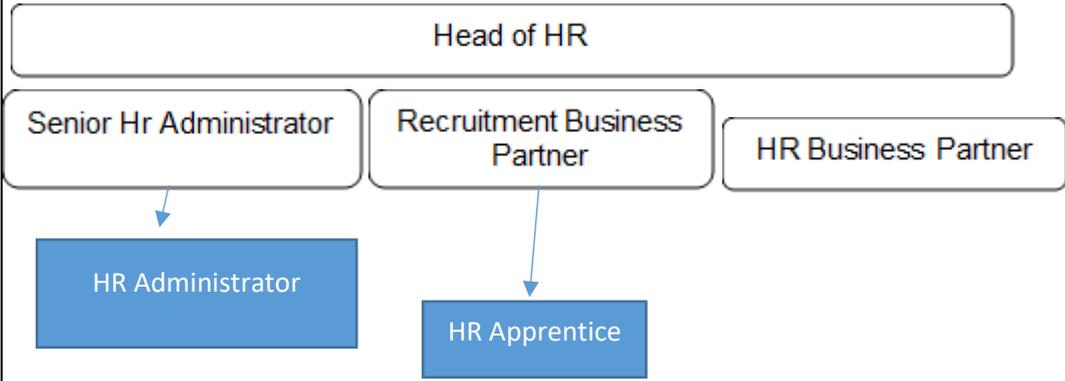


Maiden Erlegh Trust

Job Description			
Role	HR Administrator	Reports to	Senior HR Administrator
Grade	Grade 3, SP5	Hours of work	See advert
Purpose	To support the HR Central Services function in the provision of a high quality, efficient HR service for the Trust. This is a customer-focused role to provide effective support across the HR function with particular focus on employee records, payroll and operational HR administration.		
Scope	Main contacts: HR team, CFOO, SBM, All Staff.	Staff responsibilities: None	Financial accountability: None
Accountabilities	<p>Human Resources function</p> <ul style="list-style-type: none"> Assist the team in the administration of variations to contract. Process all starters/leavers and ensure changes are processed. Update electronic staff files. Provide data reports as and when requested. Ensure all probationary periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers. Answer and deal with day-to-day enquiries (both internal and external) in a timely and efficient manner. <p>Payroll Function</p> <ul style="list-style-type: none"> Working closely with the Senior HR Administrator, ensure that regular, consistent and timely information and instruction is input into the payroll and HR system. Ensure changes to staff bank details are processed in payroll. Authorise additional hours/expense claims and ensure processed through payroll. Provide administrative support to the annual salary review process. <p>Recruitment</p> <ul style="list-style-type: none"> Ensure all new starters are added to payroll and benefits platforms, the Single Central Record and recorded in Bromcom. Ensure all new support staff are issued with appropriate induction documentation. 		
Personal Attributes	<ul style="list-style-type: none"> Be highly proficient in Word, Outlook, and Excel Have relevant qualifications or demonstrable knowledge, professional development and experience relevant for the role. Be highly organised with excellent administrative skills and able to work harmoniously, efficiently and often under pressure. Be flexible, with a 'can-do' approach and the ability to work independently. Have the ability to prioritise and work accurately with attention to detail. Have excellent communication skills, particularly in the drafting of correspondence, formal letters and responding to queries. Be able to build effective working relationships and work well as part of a busy team. Understand and respect sensitivity of HR information and employee records and ensure confidentiality of all written and verbal communications. Understand the importance of safeguarding and safer recruitment within a school environment. 		

- Be supportive of the values and ethos of Maiden Erlegh Trust.

Organisational Chart





**Maiden Erlegh Trust
Person Specification**

Role	HR Administrator	School/Department	Maiden Erlegh Trust / HR
Grade	Grade 3 SP5	Job Evaluation Code	CEN013

Qualifications, training and education	<ul style="list-style-type: none"> Have relevant qualifications or demonstrable knowledge, professional development and experience relevant for the role.
Experience	<ul style="list-style-type: none"> Have experience of end-to-end processes, payroll, and ideally experience of working in a generalist HR support role. Administrative experience essential
Skills and abilities	<ul style="list-style-type: none"> Be highly organised with excellent administrative skills and able to work harmoniously, efficiently and often under pressure. Be flexible, with a 'can-do' approach and the ability to work independently. Have the ability to prioritise and work accurately with attention to detail. Have excellent communication skills, particularly in the drafting of correspondence, formal letters and responding to queries. Be able to build effective working relationships and work well as part of a busy team. Be highly proficient in Word, Outlook, and Excel and ideally have experience of using databases. Understand and respect sensitivity of HR information and employee records and ensure confidentiality of all written and verbal communications. Understand the importance of safeguarding and safer recruitment within a school environment. Be supportive of the values and ethos of Maiden Erlegh Trust.
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.

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