

HR Administrator

Applicant Pack

SILVERDALE
SIXTH FORM



SOUTH
YORKSHIRE
TEACHING
HUB

RECRUITING • TRAINING • DEVELOPING TEACHERS



SHEFFIELD
TEACHER
TRAINING
ALLIANCE

National
Modern
Languages



SCHOOL CENTRED • INITIAL TEACHER TRAINING



Eckington School



Hope Valley
College



Silverdale
School



Westfield School



Bradwell
Junior School



HADY PRIMARY SCHOOL



Malin Bridge
Primary School



Stocksbridge
Junior School



Chorus

Education Trust

Outstanding Achievement for All

Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	5
Specific duties and responsibilities	5
Support for the trust/school	6
Changes to these duties	6
Person Specification	7
Job Title: HR Administrator	7
Knowledge, experience and skills	7
Qualifications	7
Other skills	7
Interpersonal skills	8
Child protection	9
Chorus Education Trust	10
To apply	11
Disability confident	11
Safeguarding	11
Contact details	12
Secondary schools.....	12
Primary Schools.....	12
Teacher development	12

The vacancy

Post advert

Deadline for applications:	11.59pm on Sunday 27 April 2025
Interviews to be held:	Week beginning 12 May 2025
To start:	ASAP

Required to start as soon as possible, we are looking to recruit an enthusiastic and knowledgeable HR Administrator to join our Central Team and contribute to the development of the HR service.

As part of the Central HR team, you will: provide HR support to coordinate and deliver high quality HR support for the academies within the Trust, ensuring that efficient and effective processes and systems are followed to support compliance.

The successful applicant will be flexible, self-motivated, a good communicator with an excellent attention to detail and IT skills. Whilst a formal HR qualification is not essential the post requires someone with a clear understanding of general HR principles and procedures.

As an employer we invest in our employees and develop our talent, giving access to CPD that supports our employees to be the best they can be.

This role would suit an experienced HR Assistant or someone looking for the opportunity to train and progress as part of a supportive team. Applicants are welcome to discuss any aspect of the role with Carly Braid (Director of HR).

Role summary

Post title:	HR Administrator
Profile:	BS3.5
Grade:	5
Grade spinal point range:	SCP 15 to 20
Salary:	£29,093 - £31,586
Accountable SLT post:	Chief Operating Officer
Line manager (if different):	HR Officer
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Teaching and Other Support Staff
Holiday and sickness relief:	By and for other HR, Administration & Support Staff
Purpose of post:	To be responsible for providing an efficient and effective HR advice and administration service, contributing to the development of the HR function and supporting the Central HR Director as appropriate.

Version revised: March 2025

Contract: Permanent 37 hours/52 weeks

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

- To be responsible for the delivery of the schools HR service, including the provision of HR general advice, supporting staff recruitment, administration of personnel records and data, ensuring confidentiality and Trust policies and procedures are adhered to at all times.
- To be the first point of contact for HR related queries.
- Work closely with and support the school BSSMs providing the Senior Leadership Teams with regular routine advice and staffing updates/data.
- To undertake the efficient and accurate preparation, input and maintenance of staff information and data into the Human Resource systems operated by the Trust in accordance with agreed procedures and regulations.
- Create, maintain and update confidential HR records for all staff. Ensuring that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation and Trust expectations.
- In conjunction with other colleagues organise and support the school's recruitment and induction process, ensuring all Trust procedures are followed.
- The administration of new starters, leavers and changes to employment status (e.g. pre-recruitment and DBS checks, employment contracts, letters, probationary reviews, fixed term contracts, liaison with payroll, pensions, etc. assigning codes, passes, keys, etc.) including updating the school and Trust information management systems.
- Complete HR related financial transactions in conjunction with the school BSSMs/Finance Managers.
- Maintain and update appropriate HR systems and provide reports as required.
- Maintain and update the school single central record or equivalent.
- Ensure HR policies and procedures are up-to-date, and appropriately communicated, working with the school BSSMs and central HR team/ Director as appropriate.
- In conjunction with other colleagues monitor and report on staff absences ensuring Trust policies and procedures are followed.
- Initiate appropriate action in respect of staff absences, including actioning/processing leave absence requests, arrangement of absence monitoring meetings and occupational health referrals.
- Provide support to colleagues on the completion of HR related forms.
- Ensuring appropriate information on the MLE and in the staff handbook is reviewed and kept up to date.

- Support Senior Leadership Teams with the annual review and updating of the School Calendars and the staff rotas.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: HR Administrator

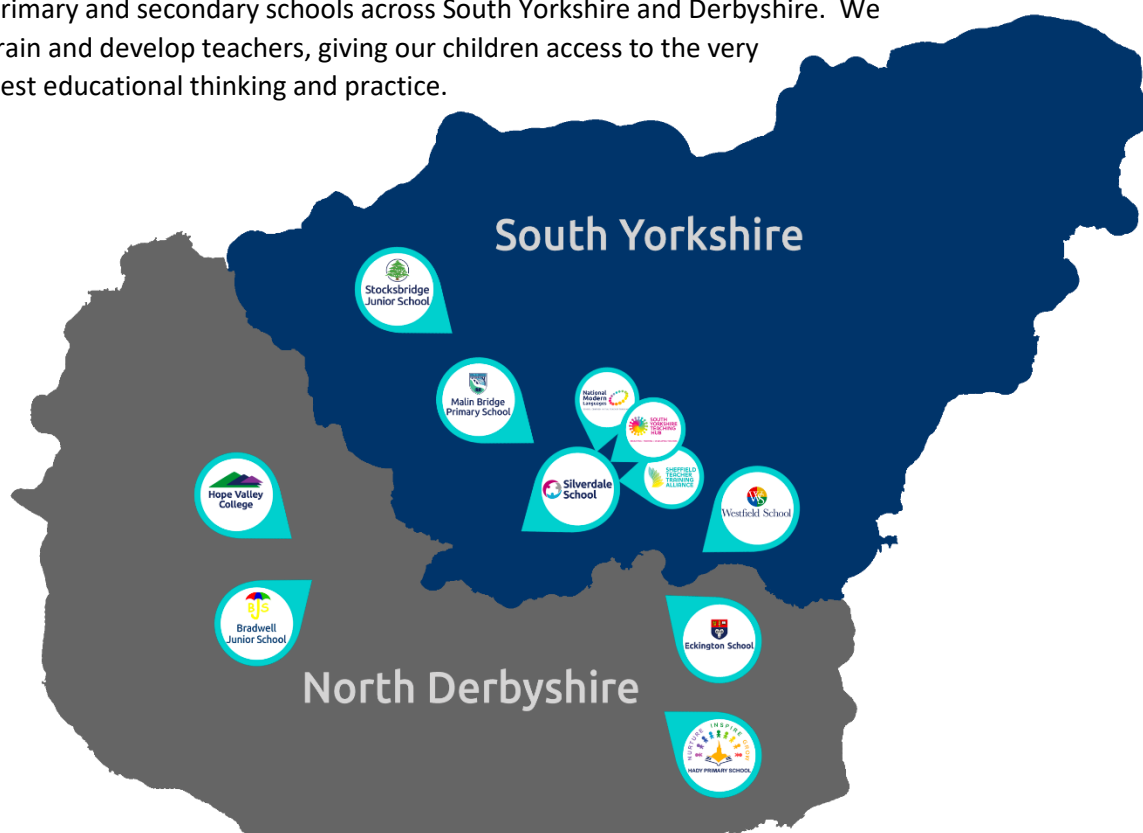
REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
General HR and administration experience including management of recruitment, absence management and provision of general HR advice	✓		A / I
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A / I
Experience of undertaking HR calculations (e.g. holidays, redundancy payments, pay awards etc)		✓	A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Ability to organise time and work to tight multiple deadlines, keeping calm under pressure.	✓		A / I
Experience of an education, training, or similar environment.		✓	A
Excellent record keeping, information retrieval and interpretation and dissemination of data.	✓		A / I
Qualifications			
Good level of literacy and numeracy e.g. GCSE Maths and English at Grade 4/C or above or studying towards. Equivalent qualifications will also be accepted.	✓		A
Certificate in HR Practice or equivalent		✓	A
Other skills			
Work effectively as part of a team recognising own role as a team member.	✓		A / I

Ability to use own initiative to work flexibly and respond positively to a range of demands, timescales, and situations.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Communicate effectively with people at all levels e.g. school staff, students, governors, and external contacts/ suppliers.	✓		I
Ability to work tactfully and foster good relations with a range of colleagues and stakeholders at all levels.	✓		I
Strong interpersonal skills with the ability to motivate others to ensure deadlines are met.	✓		A / I
Maintain strict confidentiality of information.	✓		A / I
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I

Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Alice Pearson (HR Officer) at: recruitment@chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on Sunday 27 April 2025.
- Interviews to be held: week beginning 12 May 2025.

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Contact details

Secondary schools

Eckington School & Sixth Form

www.eckington.chorustrust.org

T 01246 432 849

E enquiries@eckington.chorustrust.org

Hope Valley College

www.hopevalley.chorustrust.org

T 01433 620 555

E enquiries@hopevalley.chorustrust.org

Silverdale School & Sixth Form

www.silverdale.chorustrust.org

T 0114 236 9991

E enquiries@silverdale.chorustrust.org

Westfield School

www.westfield.chorustrust.org

T 0114 248 5221

E enquiries@westfield.chorustrust.org

Primary Schools

Bradwell Junior School

www.bradwelljuniorschool.com

T 01433 620 473

E enquiries@bradwelljunior.chorustrust.org

Hady Primary School & Nursery

www.hadyprimaryschool.co.uk

T 01246 279254

E enquiries@hadyprimary.chorustrust.org

Malin Bridge Primary School & Nursery

www.malinbridge.chorustrust.org

T 0114 234 1379

E enquiries@malinbridge.chorustrust.org

Stocksbridge Junior School

www.stocksbridgejunior.chorustrust.org

T 0114 288 2221

E enquiries@stocksbridgejunior.chorustrust.org

Teacher development

South Yorkshire Teaching Hub

www.southyorkshireteachinghub.org

T 0114 235 7980

E info@southyorkshireteachinghub.org

Sheffield Teacher Training Alliance

www.sheffieldtta.org

T 0114 235 7980

E enquiries@sheffieldtta.org

National Modern Languages SCITT

www.nationalmodernlanguages.com

T 0114 235 7980

E enquiries@nationalmodernlanguages.com

www.chorustrust.org

T 0114 235 7983

E info@chorustrust.org