



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

**JOB TITLE:** Human Resources Administrator  
**SCHOOL:** Trust  
**SALARY:** Band 2 (£20,812 pro rata)  
**RESPONSIBLE TO:** Director of Human Resources

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### PURPOSE OF JOB:

The purpose of this role is to support the HR Team in their move to become to a paperless department.

### MAIN RESPONSIBILITIES:

- Assist in the administration of all HR processes.
- Support the move from paper personnel files to electronic files
- Assist in the maintenance of all HR system that meets the needs of the Academy
- Support the HR Team in maintaining accurate records of performance management
- Use word processing package such as Microsoft Word and Excel
- Support with writing letters
- Deal with telephone and email enquiries, using an email system (e.g. Gmail)
- Scanning in and saving a variety of documents
- Organise computer-based information
- Liaise with staff in other departments and with external contacts

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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| <b>Person Specification: Human Resources Administrator</b>   | <b>Essential</b>   | <b>Desirable</b>                     |
|--|--|--------------------------------------|
| <b>Experience:</b> <ul style="list-style-type: none"> <li>● Experience of developing and managing administrative systems</li> <li>● Relevant HR experience</li> <li>● Experience of establishing and maintaining good working relationships with staff</li> </ul>  | <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>  | <p style="text-align: center;">✓</p> |
| <b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>● Excellent ICT including word and excel</li> <li>● Ability to work with adults</li> <li>● Ability to work as member of a team</li> <li>● Ability to self evaluate learning needs and actively seek learning opportunities</li> <li>● Ability to remain positive under challenging circumstances</li> <li>● Experience of database systems</li> </ul> | <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> | <p style="text-align: center;">✓</p> |
| <b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>● NVQ 3 Qualification or experience in a relevant discipline e.g. RSA Level 3 Word Processing</li> <li>● 5 GCSE's A – C grade, or equivalent</li> <li>● Basic understanding of employment related issues</li> </ul>   | <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>   |                                      |
| <b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>● Commitment to helping provide a high quality service</li> </ul>  | <p style="text-align: center;">✓</p>   |                                      |
| <b>Other:</b> <ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> </ul>   | <p style="text-align: center;">✓</p>   |                                      |