



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Human Resources Administrator
SCHOOL: NCEAT
SALARY: Band 3
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.

Main Purpose:

To provide efficient and confidential administrative support to the HR function within the Trust, with a particular focus on absence management, leave of absence processing, and supporting the schools with Occupational Health referrals. The postholder will play a key role in ensuring smooth HR operations, maintaining accurate employee records, and upholding policies in line with employment and safeguarding regulations.

Specific Duties

HR Administration:

- Maintain and update employee records and systems, including starters, leavers, changes to terms and conditions, and Flexible working requests.
- Assist with probationary reviews and appraisal documentation.
- Respond to routine HR-related queries from staff and external contacts professionally and in a timely manner.
- Provide admin support for disciplinary, grievance, or capability meetings (e.g., note-taking, document collation) as required and appropriate.
- Coordinate with payroll for additional hours claims and Caretaker lettings/callout payments

- Monitor the HR Helpdesk and assign team members to respond

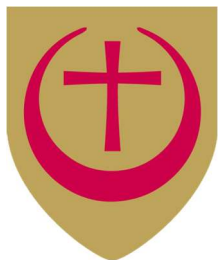
Absence & Leave Management:

- Monitor and record staff absences (e.g., sickness, special leave, family leave) accurately on the HR/payroll systems.
- Track absence trends and escalate concerns to HR Director or line managers as appropriate.
- Monitor the RTW process ensuring forms are returned in a timely manner
- Process requests for leave of absence in line with Trust policy, liaising with staff, line managers, and senior leaders as needed.
- Generate absence-related reports and maintain confidential records.
- Coordinate with payroll for sick pay entitlements and absence deductions.

Occupational Health:

- Manage Occupational Health referrals, including liaising with staff and providers, and tracking outcomes.
- Ensure timely follow-up on OH recommendations and maintain accurate records.

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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Post Title: Human Resources Administrator	Department: Human Resources		Assessment Method
	Essential	Desirable	
Experience	<ul style="list-style-type: none"> • Experience of developing and managing administrative systems • Relevant HR experience • Experience of establishing and maintaining good working relationships with staff 		
Skills & Competencies	<ul style="list-style-type: none"> • Excellent ICT including Word and Excel • Ability to work with adults • Ability to work as member of a team • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to remain positive under challenging circumstances 	<ul style="list-style-type: none"> • Experience of database systems 	
Knowledge & Qualifications	<ul style="list-style-type: none"> • NVQ 3 Qualification or experience in a relevant discipline e.g. RSA Level 3 Word Processing • NVQ 2 qualification in literacy and numeracy • Detailed knowledge and understanding of Safeguarding procedures and Central Records procedures and practice • Basic understanding of employment related issues 		
Physical, mental and emotional demand	<ul style="list-style-type: none"> • Commitment to helping provide a high quality service to children and families 		
Other	<ul style="list-style-type: none"> • Willingness to participate in training and development 		