



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

BMAT HR Administrator

LBR Scale 5: £24,462 - £25,809

36 hours per week, 52 weeks per year

We are seeking to appoint a proactive and committed HR Administrator. The successful candidate will be able to work in a fast-paced environment with ownership of their workload. The post holder will be keen to pursue a career in HR and would work within a HR team.

The successful applicant will be:

- Able to demonstrate proven excellent administrative skills gained in a fast paced, professional environment
- An excellent communicator with excellent interpersonal skills
- Innovative and seek opportunities for improving administrative systems
- Willing to adapt to change
- Able to work in a busy HR environment with changing priorities
- Ability to quality assure the accuracy of data to support key decisions and reporting

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

Keeping Children Safe in Education

BMAT – Safeguarding and Child Protection Policy

Enhanced DBS (with list checks) is required for this post.

Further information and an application form can be found at www.bealhighschool.co.uk Please forward your electronic applications to beasuccess@beaconacademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.

BMAT HR Administrator

Overall Responsibility

To provide an effective HR Administrative service to facilitate the efficient management of the Beacon Multi-Academy Trust.

Quality assure the accuracy of data to inform key decisions, accurate reporting and payroll

To carry out a range of well-established administrative tasks and follow laid down processes, but will have the opportunity to recommend changes or improvements to processes.

The post holder will have no supervisory responsibility other than helping/inducting less experienced staff in the work of the organisation.

The post holder will be accountable for producing work that is free of errors and within timescales.

General duties and responsibilities

To be a point of contact for all HR related queries and to manage the shared inbox for the HR Team.

To take responsibility for all HR matters relating to one (possibly two) organisations within the Trust.

To work with the HR Officers to ensure consistency and accuracy of data and personnel records

To administer activities associated with the entire employee cycle such as recruitment, induction, new joiners, performance management, training and development and contractual changes (employment contracts, letters, probationary reviews, fixed term contracts) and leavers

To contribute to the successful achievement of team plans.

To work efficiently and report on progress until completion

To ensure that all employee data and electronic files are secure, accurate, up-to-date and fully compliant with all relevant legislation

To proactively use the HR Information system, to ensure that employee data/records are 100% accurate

To process pre-employment screening for candidates/new starters including, essential safeguarding and right to work checks

To keep accurate staffing records and support in the preparation of HR statistics

To understand the nature of this role and to ensure confidentiality

To photocopy and scan employee documents

To maintain the HR diary, arrange meetings and support with minute taking

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.

BMAT HR Administrator

Person Specification	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications		
Level 2 qualification (Grade C or above) in English, Maths or equivalent	E	A/I/R
Level 3 qualifications or equivalent experience	E	A/I/R
Knowledge/Skills/Experience		
Significant administration experience	E	A/I/R
Excellent IT skills with strong expertise in Excel and Word applications, proficient in the use of IT packages and Databases.	E	A/I/R
Proven experience of accurately co-ordinating the flow of information	E	A/I/R
A good understanding of the HR function and duties of a school/academy or desire to learn	D	A/I
An understanding of the key responsibilities of operational HR staff, HR best practice and statutory employment law	D	A/I/R
Experience of coordinating information flows	E	A/I
Experience of using, developing and implementing HR systems and procedures	D	A/I/R
A forensic eye for detail and accuracy of data	E	A/I
Excellent time management and organisation skills	E	A/I
Excellent written English and effective communication skills	E	A/I
Strong interpersonal skills, including the ability to deal tactfully and confidently with people at all levels	E	A/I
Experience of undertaking a wide range of clerical, administrative and general duties.	E	A/I
Able to work to deadlines and to manage priorities	E	I/R
Ability to learn fast on the job	E	A/R
A clear understanding of the need for confidentiality and secure HR systems.	E	I
Commitment to and understanding of equal opportunities and safeguarding	E	A/I/R
Flexibility as the role may require working between Academies within the Trust	E	I
Adhere to all BMAT policies and procedures	E	A/I/R

Attributes

Reliable, respectful, responsible & conscientious approach	E	A/I/R
High level of initiative and ability to work independently or as part of a team with a range of staff	E	A/I/R
Integrity and confidentiality to be maintained at all times	E	A/I/R
Able to remain good humoured, calm and composed under pressure and work to deadlines	E	A/I/R
Flexibility to deal with diverse needs of the post and movement between departments and the Trust	E	A/I
Establish and maintain appropriate relationships	E	A/I/R
Able to work effectively in a team and contribute to its success	E	A/I/R

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