



The Warriner Multi Academy Trust



WMAT HR Administrator: Job Description

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| Responsible to: WMAT HR Manager | |
| Hours: 30hrs per week Term Time Only Monday to Friday 8.00am-2pm | Salary: Grade 7 Point 13 £29,064 to Grade 8 Point 18 £31,537 per annum pro rata, actual salary £19,921 to £21,616 dependent on experience |
| Main Location: The Warriner School is part of the Warriner Multi Academy Trust. This post is based in the Business Centre’s HR Department at The Warriner School. | |

Role:

- The WMAT has high standards and expects all staff to contribute to maintaining healthy working environments in all its schools
- You will demonstrate the ability to work well as part of the wider team or independently when required
- You will assist your colleagues in providing support to all schools within the WMAT.

Key areas of responsibility:

Data

- Responsible for Sickness & Absence daily recording on MIS (Go4Schools and Arbor) and Access People
- Issue Self Certification forms
- Collate and file Fitness to Work Statements as required
- Monitor and record all absence on MIS (Go4Schools and Arbor) system daily
- Produce rolling year sickness absence reports termly
- Generate termly FTE sickness reports for the MAT primaries, for use by the Governance team
- Generate reports from MIS (Go4Schools and Arbor) (e.g. staff lists /emergency phone numbers/car lists as directed
- Update and maintain the Organisational chart for both The Warriner and Central Services

Safeguarding

- DBS – applications for new staff/volunteers
- Liaison with DBS screening company

Payroll

- Preparation of monthly claims and expenses for checking by HR Manager, to include both Warriner and some WMAT Primary schools
- Input of checked monthly claims and expenses onto Access People
- Input of daily sickness data onto Access People

Recruitment/HR

- Oversee shared recruitment email box for applications, references and correspondence
- Upload adverts and job descriptions to Trust website, TES, DoE, and any other advertising required advertising sites
- Obtain references and follow-up certification
- ID verification at interview (Warriner School only)
- Liaise with schools re applications
- Generate new contracts/contract variation letters for HR Manager
- Input new contract, staff changes into Access People
- Action and monitor the distribution of Probationary paperwork for new starters, ensuring Line Managers have the necessary paperwork
- Maintain shared starters/leavers/contract changes spreadsheet
- Upload scanned Payroll forms onto Workspace for Payroll as required
- Distribution of P45's
- Oversee shared HR inbox
- Assist with staff queries re Payroll and HR

Other

- Photocopying and scanning of documents
- Annual Archiving
- Maintain personnel files

Person Specification

Additional Skills

- Experience of working in a busy office environment
- A confident, friendly and helpful manner
- Ability to work as part of a team
- An unflappable disposition and the ability to work under pressure
- Adaptable and flexible
- The ability to deal sympathetically with both students and adults
- A good sense of humour

Responsibilities

- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Health & Safety

As an employee you have legal duties too. These include;

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating with your employer on health and safety
- Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
- Not interfering with or misusing anything provided for your health, safety and welfare

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1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).

Signed _____ Employee

Date _____

Signed _____ Line Manager

Date _____