

<b>Job Title:</b>	People Team Administrator
<b>Salary:</b>	£26,409 - £30,060 FTE depending on experience
<b>Reports To:</b>	Director of People & Culture
<b>Direct Reports:</b>	N/A
<b>Clearance Required:</b>	Enhanced DBS
<b>Key Stakeholders:</b>	People Team colleagues, all levels of management, employees, external agencies and partners

### Job Purpose

To contribute to the overall success of the People team by delivering a proactive and customer focused service across the Education Village Academy Trust (EVAT), providing effective administrative support on a wide variety of people matters, such as recruitment, absence, employee relations and project support.

### Key Accountabilities

You will be required to work collaboratively in order to meet the expected outcomes of this role:

<b>1.</b>	Provide a full range of administrative support to the People Team across all aspects of the employee lifecycle, including: <ul style="list-style-type: none"> <li>• recruitment and onboarding</li> <li>• absence management</li> <li>• employee relations</li> <li>• employment changes</li> </ul>
<b>2.</b>	Act as first point of contact for telephone and email enquiries to the People Team, providing responses to routine queries and ensuring other queries are directed to the correct People team member.
<b>3.</b>	Work collaboratively with People team members to progress a range of key people projects, including providing administrative support on projects.
<b>4.</b>	Enter and maintain accurate data into a range of people systems to ensure compliance with legislation, relevant policies and good practice.

<b>5.</b>	Collate data from various sources and produce a variety of reports which provide key people information.
<b>6.</b>	To collate and process all relevant administrative tasks at each stage of the employee lifecycle in both paper and digital form.
<b>7.</b>	Supporting the People Partners in a range of activities including recruitment administration, production of absence information and other key people data, attending meetings as notetaker.
<b>8.</b>	Enter information into payroll system in a timely and accurate manner.
<b>9.</b>	Provide support for the collation and production of annual reports, e.g. census and pay gap reporting.
<b>10.</b>	Contribute to the development and implementation of new policies, procedures and practices and review in line with legislation, current best practice and EVAT's requirements
<b>11.</b>	Undertake continuous professional development including participating in performance reviews and attending training as/when required

*This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.*

## Person Specification

<b>Qualifications</b>	<b>Essential or Desirable</b>
Qualification in Human Resources Management (Level 3 or above) or equivalent experience	E
CIPD Associate Membership	D
<b>Skills</b>	<b>Essential or Desirable</b>
Proficient in Microsoft Office programmes	E
Ability to multi-task and prioritise a varied workload	E
Ability to work accurately and meet deadlines	E
Experience of using HR and Payroll systems	E
<b>Knowledge / Experience</b>	<b>Essential or Desirable</b>
Ability to use initiative and complete tasks without regular supervision	E
Experience of administrative procedures, process and systems	E
Basic knowledge / understanding of employment legislation and best practice within the People profession	E
Experience of dealing with matters confidentially and sensitively with a sound knowledge of GDPR	E
Experience of communicating with managers and employees in person, via telephone and email	E
Working knowledge and experience of working within the education sector	D
Awareness of child protection / safeguarding issues	E
Experience of School Management Information Systems (e.g. SIMS)	D