

Post title	Human Resources Administrator
Salary and grade:	NJC Points 12 - 17
Working Pattern:	37 hours, 52 Weeks
Line manager/s:	Human Resources Business Partner



Main purpose of the job:

The HR Administrator plays an important role at the heart of the Trust's HR function. Working as part of a collaborative and driven HR team, the postholder will deliver high-quality, responsive, and accurate HR administration support across the Trust's Central team.

The role supports the entire employee lifecycle and contributes to building a positive employee experience for all staff. The HR Administrator will be a trusted point of contact for colleagues and schools, ensuring processes are efficient, compliant, and aligned with Trust values.

The post holder will also support the full recruitment cycle for centrally employed staff. This will involve co-ordinating job advertisements, candidate screening, and interview processes, while ensuring compliance with employment and safeguarding requirements.

Key duties and responsibilities

Responsible for:

- Providing professional HR administrative support to the Trust Executive, academy senior leaders, HR & Payroll Team, and the wider workforce on varying aspects of HR administration matters.
- Partnering with managers to provide routine advice and practical support during recruitment activities, escalating queries where appropriate. This will include guidance on the Single Central Record, Right to Work requirements, DBS applications, and all other onboarding and recruitment matters.
- Monitoring and responding to enquiries directed to the HR & Payroll inbox, ensuring timely and accurate communication, escalating matters to the HR Consultant, HR Officers, Payroll Manager, or HR Business Partner, when required.
- Prepare, quality-check, and issue central trust team contracts of employment in a timely and accurate manner, ensuring all contractual documentation complies with Trust policies.
- Support managers and the central HR Team with absence management processes by preparing documentation, tracking triggers, and arranging meetings. This will also include the co-ordination of occupational health referrals and administration of the Trust's Employee Assistance Programme.
- Working closely with HR & Payroll colleagues and recruiting managers, to support a professional, efficient, and compliant onboarding process that delivers a positive experience for all new starters.
- Assist with ad-hoc, routine payroll queries and the entry of payroll data into the payroll system, including, but not limited to, timesheets, sickness absence, processing starters and leavers, and providing basic payroll or HR reports as required.

Key duties and responsibilities (cont)

- Prepare documentation, maintain case files, and provide note-taking support at meetings where required.
- Ownership of the recruitment bulletin and administration of wider communications to schools on HR/Payroll matters, under the direction of HR colleagues.
- Under the direction of the Payroll Manager & Payroll Officer, liaise with the Trust's payroll provider to ensure timely and accurate processing of salaries, deductions, and employee benefits, when required.
- Under the direction of senior HR colleagues & Payroll Manager, support the development and implementation of specific policies, projects and initiatives that enhance the HR & Payroll services across the Trust.

Additional duties

As appropriate, the post holder's duties must be carried out in accordance with the following:

- Equal Opportunities Policy
- Information and Data Security Policies;
- ESFA's Financial Regulations as set out in the Academy Handbook;
- Health and Safety at Work Act (1974) (and subsequent health and safety legislation);
- Data Protection Act 2018;
- Information Records Management Toolkit

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Safeguarding

Nexus Multi 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.

Person Specification

		Essential	Desirable
Qualifications	GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above. Or equivalent experience in a HR role.	•	
	Willingness to undertake and successfully complete CIPD Level 3 (or equivalent) if not already held, or evidence of continuing professional development relevant to HR, administration, or people services.	•	
	Safer recruitment training and training in data protection/GDPR		•
Experience	Demonstrable experience in a HR role or complex administrative role	•	
	Experience of working with a range of internal and external parties.	•	
	Demonstrate up to date knowledge of employment legislation and developments in HR policy and practice.		•
	Experience of working within the Education sector.		•
	Experience of supporting end-to-end administrative processes with multiple stakeholders	•	
	Excellent communication and presentation skills	•	
	Experience of working to deadlines in a fast-paced, customer-focused environment.	•	
	Accuracy and attention to detail	•	
	Experience of maintaining accurate records and databases	•	
	Ability to work collaboratively within a team environment	•	
Thinking Ability	An analytical thinker who can process complex information quickly and rigorously in order to recommend effective decision making		•
	Can demonstrate sound judgement to undertake basic tasks in a systematic way	•	
	Thinks creatively to solve problems and identify opportunities	•	
	Able to demonstrate having planned appropriately for future success		•
Personal Effectiveness	High ethical standards and influencing skills with the ability to engage effectively with all staff across the Trust	•	
	Self-confident with the ability to transmit basic messages to appropriate audiences	•	

	<p>Able to work effectively under pressure, delivering timely and accurate information while showing a willingness to support tasks needed to achieve results</p> <p>Able to be resilient and robust whilst showing compassion in dealing with issues and is calm under pressure</p>	•	
Interpersonal Relationships	<p>Demonstrates a professional and approachable manner to internal and external stakeholders</p>	•	
	<p>Ability to establish positive and productive working relationships with school leaders and outside agencies</p>	•	
	<p>Effectively engage and communicate with others</p>	•	
	<p>Shows concerns for impact – identifies the most important concerns and issues of others – modifies own behaviour to achieve the required outcomes</p>	•	
	<p>Goes out of the way to establish contacts and use the relationships to achieve business objectives.</p>	•	
	<p>Able to remain approachable and professional at all times.</p>	•	
General	<p>The flexibility to meet the full range of job requirements.</p>	•	
	<p>Able to travel to meetings and events on an ad-hoc basis</p>		•
	<p>Demonstrate a firm commitment to the concept of Multi Academy Trust and desire to see the Trust flourish and expand in a sustainable manner</p>	•	
	<p>Date completed – January 2026</p>		