

GLF Schools Job Description

Job Title	People Administrator (Schools)	Job Reference	
Location		Travel required	
Core purpose			
<p>Reporting to the Head of People Operations, the People Administrator plays a pivotal role in carrying out high quality People administration duties across the employee lifecycle, including a range of People activities including data management and reporting, compliance and general People administration.</p> <p>To undertake recruitment and on-boarding administration, ensuring compliance with regulations and procedures, particularly with regard to safer recruiting.</p> <p>To maintain regular and effective communications with a range of school colleagues and maintain confidentiality at all times.</p> <p>To demonstrate the GLF values serving as a role model for all staff.</p>			
Key Accountabilities			
HR administration			
Data Management and Reporting			
<ul style="list-style-type: none"> ● Deliver high-quality HR administration across the employee lifecycle with a focus on accuracy and efficiency. ● Serve as first point of contact for HR queries ● To ensure that electronic employee records are accurate and up to date (Bromcom). This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise ● To maintain an accurate and up-to-date single central register (SCR) (a requirement of OFSTED) ● To carry out the school workforce census annual return ● Prepare HR reports by collecting, analysing and summarising data and trends and tracking compliance. 			
Compliance			
Recruitment			
<ul style="list-style-type: none"> ● Co-ordinating with Recruitment Partners to manage/support the recruitment process, including using the on-line recruitment system and ensuring all appropriate documents are uploaded. ● Monitoring the use of the applicant tracking system ● Liaising with applicants using the applicant management system, ensuring that throughout the recruitment process applicants receive a high quality experience ● Coordinating the shortlisting process, ensuring senior leaders receive all appropriate information and documentation in accordance with the GLF recruitment procedure. ● Scheduling interviews and requesting and securing references ● Liaising with GLF's People and Recruitment team 			

- To carry out all relevant pre-employment checks and on-boarding for new employees to ensure compliance and adherence with safer recruitment guidelines and relevant policies.
- To administer the National College online training platform and be main point of contact for queries

Other Duties

- To undertake any other duties commensurate with this post as directed by the People Director and Head of People Operations.
- To cover for absent colleagues and undertake other duties commensurate with the grade

Accountability

- Head of People Operations
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.