

JOB DESCRIPTION

| | |
|----------------------------------|---|
| POSITION | HR Systems Administrator |
| SALARY | £25k to £28k |
| HOURS | 37.5 hours per week |
| FULL TIME EQUIVALENT | Full time 52 weeks |
| CONTRACT TYPE | Permanent |
| RESPONSIBLE TO | HR Manager |
| RESPONSIBLE FOR | N/A |
| LOCATION | Required to work at each site |
| KEY WORKING RELATIONSHIPS | Recruiting Managers Principals HR Advisors Recruitment Officer |

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning.

If you want to be part of the team that is improving the future of our students, then read on!

Job Summary

You will work as part of a close knit HR team providing professional support to ensure that Mossbourne and its staff achieve Sir Clive Bourne's dream.

You will be required to undertake general housekeeping of the iTrent database. To provide accurate and reliable management information which will support Federation decision making. To support the Recruitment officer in providing an effective and efficient recruitment service. To maintain an accurate and up to date system. Support the delivery of a HR function that adds value to the Federation.

Duties and Responsibilities

- Maintaining iTrent, providing first and second line support (keeping the structure clean, correcting mistakes, creating users and updating the system)
- Providing system training and query support to HR
- Creating reports in business objects and using Excel to manipulate them, both standard and ad-hoc reports
- As directed by the HR Manager work with Midland HR to implement, update and develop the system
- Act as the single point of contact for data entry
- Inputting new staff details onto the system, ensuring the single central record is populated and accurate
- Assist the recruitment officer in co-ordinating applications for shortlisting and organising interviews
- Assist the recruitment officer in undertaking all pre-employment checks
- Input leavers details onto the system
- Monitor and record LOAs on the system
- Monitor and record safeguarding training on the system
- Take notes at formal action meetings
- Flexibility to travel between sites when required
- Continually update iTrent knowledge and become system expert
- To work flexibly as part of a team
- Undertake other appropriate duties as required

| Person Specification | | | | |
|---------------------------------------|--|----------------------------|-------------------------|-------------|
| Essential [E] or Desirable [D] | Requirements | Assessment Criteria | | |
| | | Interview | Application form | Task |
| Experience | | | | |
| E | Relevant experience of working in a busy HR office | ✓ | ✓ | |
| D | Conversant with, and an advocate of, HR best practice | ✓ | ✓ | |
| E | Ability to use initiative and prioritise work | ✓ | ✓ | |
| E | An ability to understand and comply with procedures and legislation relating to confidentiality and GDPR | ✓ | ✓ | |
| E | Ability to work independently and part of a team | ✓ | ✓ | |
| D | Understanding of effective recruitment processes | ✓ | ✓ | |
| D | Understanding of employment law, including the Equality Act 2010 | ✓ | ✓ | |
| Education & Qualifications | | | | |
| D | Educated to degree level or above | | ✓ | |
| D | An HR Qualification (CIPD) | | ✓ | |
| IT knowledge | | | | |
| E | Must be adept in Microsoft Office, have experience of a HRIS and business objects | | ✓ | |
| D | Experience of working with iTrent) | | ✓ | |
| D | Experience of working with SIMS or other school based MIS software | | ✓ | |
| Behavioural Competencies | | | | |
| E | Excellent written and verbal communication skills, and the ability to utilise these effectively with diverse audiences | ✓ | | ✓ |
| E | Ability to meet ALL deadlines ensuring work produced is of a consistently high standard | ✓ | | |
| E | Must have the upmost integrity as well as high levels of motivation and commitment | ✓ | | |



M O S S B O U R N E

| | | | | |
|--------------------------------|--|---|---|---|
| F E D E R A T I O N | | | | |
| | Proactive approach with efficient time management and prioritisation skills | ✓ | | ✓ |
| E | Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation | ✓ | ✓ | |
| E | Customer focused with excellent customer care skills | ✓ | ✓ | |
| Applicable to all staff | | | | |
| E | Undertake training as required in order to fulfil the requirements of the role | ✓ | ✓ | |
| E | Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings | ✓ | ✓ | |
| E | Recognise your role as part of the succession of Mossbourne | ✓ | ✓ | |
| E | Play an active role in terms of safeguarding all students and adults | ✓ | ✓ | |

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.

CEO Signature:

I confirm I understand and accept the duties and responsibilities associated with this role:

Employee Name:



**M O S S B O U R N E
F E D E R A T I O N**

Employee Signature:

Date: