



THE MERCIAN TRUST

# HR Records Administrator

NJC (Green Book) Spot Point 7 (£20,092)

Full time, Temporary (12 Months)

*The Mercian Trust School is committed to equal opportunities, safeguarding and promoting the welfare of children and young adults. We expect all staff to share this commitment. All post-holders are subject to a satisfactory enhanced Direct Barring Service disclosure.*

# Job Advert: HR Records Administrator

<b>Post</b>	<b>HR Records Administrator</b> <b>Base to be confirmed</b>
<b>Responsible to</b>	Business Operations and Projects Director
<b>Contract and Salary</b>	NJC (Green Book) Spot Point 7 (£20,092) Full time, Temporary (12 Months)
<b>Job Purpose</b>	<p>As the HR Records Administrator, you will work on the establishment and maintenance of electronic HR record management.</p> <p>You will work as part of a team in creating, delivering and auditing an effective records service, supporting managers and staff across the Trust to increase awareness of the importance of accurate staff information across all departments and assist with embedding good practice.</p> <p>To be successful you will need to be able to quickly identify problems, and applicable solutions. As well as be accountable, trustworthy, and able to build lasting relationships with the wider team.</p>

## Main Responsibilities

- To work closely with MAT Leadership to develop the Trusts HR systems and practices.
- Establishing new records management systems
- Developing, maintaining, verifying and evaluating existing systems
- Overseeing the switch from paper to electronic record-keeping
- Dealing with enquiries and requests for information from both internal and external clients
- Ensuring that financial, legal or administrative requirements and regulations are complied with
- Ensuring that data is protected
- Classifying and indexing records
- Destroying or archiving finished data/records
- Ensuring that records are easily accessible when needed
- Providing training to staff who require access or have responsibility for maintaining records.
- Audit each personnel file as it is being transferred to confirm minimum document standards are met
- Identifying risks and forming contingency plans as soon as possible
- Promote awareness and use of electronic HR records and information management services throughout the Trust.

## Other Responsibilities

- To play a full part in the life of the MAT to support its distinctive aims and ethos and to encourage colleagues to follow this example
- To participate in your own professional development activities and performance management activities as required

- To participate in the MAT's Review process both in terms of self and other staff as appropriate
- Assist the Business Operations and Projects Director as required
- To undertake other reasonable duties as directed by your line manager

**Notes:**

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

Skills Matrix	Essential	Desirable
GCSE English and Maths (Grade C or above)	X	
Administration experience 5 years	X	
Previous experience with records management		X
Previous experience with audit		X
Patient, meticulous and methodical	X	
Analytical skills	X	
Willingness to build professional relationships	X	
Excellent communication, motivational, and interpersonal skills.	X	
Experienced User of IT (Advanced user of excel)	X	

## How to Apply

<b>Post</b>	<b>HR Records Administrator</b>
<b>Closing Date</b>	Friday 30 <sup>th</sup> October 2020
<b>Interview Date</b>	Thursday 5 <sup>th</sup> November 2020

Please check to ensure you meet the Skills Matrix.

**How to apply**

Please complete the application form and submit with a letter/statement no longer than 2 sides of A4 outlining the following:

- How your recent and relevant experience has prepared you for this post
- How the impact of your work to date is an appropriate foundation for you to undertake this role.

Applications should be sent to Lin Koo, Executive PA to the CEO.  
 Email: [Koo.l@the.merciantrust.org](mailto:Koo.l@the.merciantrust.org)