



HR Administrator

Salary	NJC scale column points 10-14
Contract type	Permanent 37hrs FTE
Location	1 Angel Square Hybrid
Reports to	Transactions Team Leader
Responsible for	N/A

Purpose of role:

To support HR operations in delivering efficient daily transactional HR processes while completing a formal apprenticeship standard. This entry-level role focuses on learning to maintain the integrity of HR data, supporting the employee lifecycle from recruitment to exit, and providing high-quality administrative service to all Trust colleagues.

Key accountabilities (and specific duties / responsibilities):

All responsibilities within this role should be carried out in alignment with the Trust's People Strategy, ensuring colleagues and leaders are supported to achieve its objectives.

Employee Lifecycle Support

- Pre-Employment Checks: Learn to execute and track necessary pre-employment checks, ensuring compliance with safer recruitment standards.
- Documentation: Support the preparation of standard HR letters and contract variations under the supervision of senior team members.
- Records Management: Help maintain electronic personnel records, ensuring all documentation is filed securely in line with data privacy policies.

Payroll & Benefits Administration Support

- Payroll Processing: Assist in the collection and basic entry of monthly payroll input data.
- Benefits Admin: Support the administration of colleague benefit schemes, including processing simple enrollments and addressing basic queries.



- Data Collection: Provide administrative support for reward and benefit projects, such as gathering data for benchmarking.

HR Systems

- Data Entry: Maintain the accuracy of the Human Resources Information System (HRIS) by inputting data and updating colleague records.
- First-Line Support: Learn to use internal systems (such as "Halo") to help resolve simple colleague queries via the HR helpline.
- Intranet & Library: Support the maintenance of the organisation's intranet to ensure information is current.

Professional Development

- Apprenticeship Standards: Actively engage in apprenticeship training, completing all required coursework and evidence portfolios within agreed timescales.
- Process Mapping: Assist in drafting simple process maps for operational procedures to aid learning and team consistency.

Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications • A minimum of 5 GCSEs (including English and Maths) or equivalent. • Willingness to work towards a CIPD Level 3 or 5 apprenticeship standard.		
Experience • Interest in developing a career in HR operations, administration, or data management.		



Skills, Ability, Knowledge • Strong attention to detail and a commitment to accuracy. • Good verbal and written communication skills with a professional manner.		
Personal Qualities • Commitment to Learning: Proactive engagement in apprenticeship training and completing coursework/portfolios on time • High Attention to Detail: A rigorous approach to ensuring the accuracy of colleague records and personnel files. • Reliability & Service: A helpful and professional manner when assisting colleagues via the HR helpline. • All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op. • A strong commitment to the safeguarding and protection of children		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate children and/or adults barred list check if necessary. A person who is included in the children or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.