

JOB DESCRIPTION

Job Title	HR Administrator FTC
Reports to	HR Services Manager
Job Purpose	The HR Administrator is responsible for providing administrative support to the human resources department in daily operations, assisting in the management of employee data, and ensuring HR processes and policies are followed efficiently. The role involves handling sensitive information, maintaining HR records and ensuring compliance with regulations
Key Deliverables	• Complete pre-employment checks including Right to work, DBS applications, reference requests and documented employment history • Create, maintain and store electronic HR records • Conduct a review of contractual terms and conditions • Support with team member file audits
Key Accountabilities	• To provide accurate administrative support to assist with the delivery of a highly effective and responsive operational HR team. • To provide a high level of customer service to managers and team members within Achieve together. • Escalate any concerns as they arise

PERSON SPECIFICATION

Knowledge and Experience	• Experience of working in an administrative role is essential • Experience with using MS Office package (Excel, Word, Outlook) • Experience using HR systems and databases, iTrent/MHR is desirable • Ability to communicate at different levels • Ability to manage sensitive information and maintain confidentiality • Self starter with ability to prioritise in a fast paced environment
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