

JOB DESCRIPTION

Job Title	HR Administrator Level 1
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, onboarding, benefits administration, working closely with payroll and ensuring compliance with regulations
Key Deliverables	<ul style="list-style-type: none"> • Complete pre-employment checks including Right to work, DBS applications, reference requests and documented employment history • Administering changes to contractual terms and issuing confirmation letters • Create, maintain and store electronic HR records • Support homes/services with team member file audits • Deal with email and telephone enquiries in line with SLAs • Monitor and process DBS and visa renewals when due • Complete external employment and financial reference requests • Support/Guide managers on entering relevant information in the HR system • Process leavers in a timely manner and ensure final payments are accurate
Key Accountabilities	<ul style="list-style-type: none"> • 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. • To support allocated Area of responsibility to achieve people KPIs. • To answer queries on HR processes and administration • Assist in the probation review process, ensuring timely completion by both employees and managers • Support managers with documentation related to performance improvement plans and other related actions • 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

