

Job Title:	Regional HR Administrator
Regions:	Regional
Based:	Gateshead
Responsible to:	Regional HR Business Partner
Salary Range:	£26,000 - £28,000

JOB DESCRIPTION

To ensure the effective, efficient and fully compliant management and processing of all HR administration and payroll changes, in line with all regulatory requirements.

- To provide an effective Human Resources administration service relating to the employment lifecycle and employee relations matters
- To process all divisional position and payroll updates and changes to iTrent
- To ensure accurate HR records for all employees, including pre-employment files, transactional changes and HR processes related to employment
- Reference provision and third-party requests for letters
- Coordinating HR meetings with internal stakeholders
- Preparing and issuing HR invite letters
- Mailbox management, cleanse and filing, including providing frontline employee support to HR admin queries
- Build positive and engaging relationships with all key stakeholders including regular updates, tracking and audit with internal departments
- Preparing and submitting HR documentation for DSARs
- Tracking, processing and monitoring DBS and right to work renewals
- Complete Ad hoc HR data reports
- Give first line policy advice- direction to policy and direction to key elements
- Note taking as required at confidential meetings
- Any other reasonable duties as directed by the Regional HR Business Partner

PERSON SPECIFICATION

- Previous Administration experience, preferably in HR
- Familiarity with HRM Systems (iTrent is preferable), Excel and Reporting
- Articulate, proactive and professional
- Strong decision-making, negotiation and influencing skills
- Organised and process driven
- Excellent communication and interpersonal skills
- RTW in UK

The role will require an individual who is

- Articulate personable, supportive and efficient, able to deal with a busy workload
- A proactive solutions provider – able to think around a problem to resolve issues
- Literate and numerate – comfortable with reporting and accuracy
- Energetic and results driven
- Organised, detail orientated and keen to learn and complete
- Precise and compliance focused
- Resilient, not afraid of a challenge and can increase pace as necessary to meet deadlines
- A good judge of situations and can identify the key signals in a noisy environment
- A team player - willing to 'join in' and happy to go out of their way to support others

Knowledge & Experience (advantageous but not essential)

- Worked in HR Administration in Education of Children's Services previously
- Knowledge of payroll guidelines and legislation
- knowledge of OFSTED and CQC guidelines, relating to compliance in the Children's Sector