

# Job Vacancy Pack



## Central Services HR Administrator

### **The Cornovii Trust**

Grade 5 SCP 7 to 11

(£23,365 to £24,904 p.a.)

37 hours per week, 40 weeks per year

- + Pension Scheme (LGPS)
- + The Cornovii Trust Employee Assistance Programme
- + Priority admission for children of staff
- + Comprehensive induction programme & continued support

**Required for January 2026**

**Closing Date: Monday 15th December 2025**



**The Cornovii Trust**

# Job Vacancy Pack

December 2025

Dear Applicant

## **HR Administrator**

We are excited to announce an opportunity for a HR Administrator to join our Central Services HR team.

Whilst the primary location for this role will be based at Alsager High School, the successful candidate will have the opportunity to experience an interesting and varied role, applying HR principles and practices across all schools within our trust. The requirement to travel to various locations is therefore essential for this role.

We are extremely proud of the schools within our trust, and we are looking for a colleague who will continue to build productive relationships within our community of local schools. You will be part of a dedicated team of staff who are focused on delivering our core values, supported by our headteachers and local governing bodies.

The Cornovii Trust consists of 7 local schools: Alsager Highfields Primary; Alsager School; Audlem St. James CofE Primary; Brine Leas School; Pear Tree Primary; Stapeley Broad Lane CofE Primary and Weston Village Primary.

Our Headteachers and Local Governing Bodies lead the schools. The Trust's role is to support them in doing that, through sharing resources, encouraging collaboration, providing additional opportunities for pupils and staff. Our objective is to make our great schools even better through our supportive Trust. If your skills and experience meet the requirements of the job description and person specification, we would welcome your application.

Should you require any further information please contact Human Resources, via email: [HR@thecornoviitrust.org](mailto:HR@thecornoviitrust.org) or telephone: 01270 625663.

All posts are subject to enhanced disclosure procedures and pre-employment checks.

Thank you for considering this opportunity

Yours sincerely,



Mr Richard Middlebrook  
Chief Executive Officer

# Job Description

## Job Description: HR Administrator

### Job Purpose

To play a key role in assisting the central services HR department in providing a professional, responsive and supportive approach in all areas of HR provision ensuring the very best service across the trust.

The successful candidate will be supported with training and development through a level 3 and level 5 CIPD qualification through an apprenticeship programme.

**Reporting to:** HR Officer

### Main Areas of responsibility

- To carry out any HR tasks relating to Teachers and Support staff as directed by the HR and Payroll Lead, Deputy HR and Payroll Lead and/or HR Officer.
- Support HR related meetings in accordance with trust policy along with taking minutes during meetings.
- Assist with all matters relating to day-to-day staff welfare and well-being
  - *Checking the self-employed status and administering relevant documents for third parties such as Peripatetic tutors.*

### Payroll

- Assist with the monthly payroll reconciliation processes by updating and maintaining records for new starters and leavers, unpaid absences, overtime claims and other variations as required.
- Advise on sickness absence, maternity, adoption, paternity and shared parental leave pay entitlements, including KIT Day arrangements and assist with pregnancy risk assessments.

### Attendance management

- Support schools to monitor attendance of all staff, in accordance with the trust Attendance Management Policy.
- Support informal and formal meetings with line managers/SLT by minuting meetings.

### Offboarding

- Assist with the offboarding process at school/trust level, ensuring exit interviews, removing individuals from payroll, MIS, and removing access to school/trust email and other platforms.
- Administer all leaver handover processes are completed at school level.
- Assist with retirement application processes for both teaching and support staff.

### Recruitment

- Support schools with the maintenance of their Single Central Record (SCR) in accordance with OFSTED requirements, including processing DBS applications.
- Support all schools across the trust with administration of recruitment processes adhering to safer recruitment procedures at all times, including assisting with:
  - *Producing job descriptions, person specifications and job adverts*
  - *Placing job adverts as required.*
  - *Co-ordination of interview days/ programmes.*
  - *Request and collate references.*
  - *The administration of contracts of employment, in accordance with trust processes, ensuring all contractual paperwork is signed and returned (manually or electronically as per trust systems).*
  - *Induction of new staff, including maintaining a record of probationary periods.*

REGISTERED OFFICE

Alsager School,  
Hassall Road,  
Alsager, ST7 2HR

## Job Description: **HR Administrator**

### **Main Areas of responsibility - continued**

#### **Record keeping, Information Management and Reporting**

- Assist with the maintenance of staff personnel information on the HR system in line with trust/school's workforce census requirements.
- Produce written documents as required (leavers letters, salary changes etc.).
- Maintain staff training records where required.
- Assist with pensions auto enrolment processes.
- Assist with Gender Pay Gap reporting.
- Assist with the annual School workforce Census and other statutory DfE and school returns where required

#### **Annual Appraisal**

- Support schools across the trust with the evaluation of performance in line with the trust Appraisal Policy.
- Assist schools with the appraisal process throughout the year ensuring, where relevant, forms are sent out at the appropriate time, collate replies, maintaining accurate logs via the HR system.
- Support with the production of annual salary statements.

#### **Quality Assurance**

- To work as a member of the central services team and to contribute positively to effective working relations within the trust.
- To contribute to the process of monitoring and evaluation of the trust's central HR service in accordance with trust procedures, internal and external audits

### **Trust Ethos**

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post, in any location within the trust sites and in accordance with the trust's Flexibility Policy.
- To engage actively in the performance review process, addressing appraisal objectives set in conjunction with the line manager.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the trust.
- To play a full part in the life of the trust community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To actively promote the trust corporate policies.
- To adhere to the trust's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school/trust Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the Child Protection policies.
- To be aware of and to comply with all Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person



## Important The Rehabilitation of Offender Act

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

## Person Specification: HR Administrator

### Knowledge & Experience – Essential

- 5 GCSE's (including Maths and English) at grade 6 or above (or equivalent)
- Willing to work towards the CIPD qualification

### Knowledge & Experience – Desirable

- CIPD Membership
- Experience of working with a range of stakeholders

### Skills & Abilities – Essential

- Ability to build and sustain professional standards and relationships with staff at all levels.
- Appreciation of issues of sensitivity and confidentiality and adhering to Data Protection.
- Excellent administrative skills, with advanced ICT Skills
- Excellent listening and communication skills, in both speech and writing, and sensitivity in complex situations
- Excellent organisational and prioritisation skills, with strong attention to detail, a good telephone manner.

### Skills & Abilities – Desirable

- Experience of working in a school.

### Personal Qualities – Essential

- Ability to be flexible and adapt to change, and ability to use own initiative and work without supervision.
- Ability to work accurately under pressure and meet deadlines.
- To take responsibility for your own learning and development and have the desire for further professional development

- To set a personal example that contributes to the positive ethos of the trust
- Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.
- Ability to work using own initiative, exercising good judgement when unsupervised.
- Flexibility of approach to work.
- Ability to contribute to the maintenance of accurate work records and inventories.

### Trust Ethos

- Enthusiasm for and commitment to the achievement of the trust overall vision for success at all levels
- Ability to build and sustain professional standards and personal boundaries with children and young people
- Emotional maturity and resilience in working in a fast-paced environment
- Empathy with the aims and objectives of The Cornovii Trust
- Willingness to continue professional development
- Commitment to maintaining high standards and expectations
- Commitment to contributing to school/trust life as a whole
- Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students