



Job Title: People Administrator

Job Level: Front Line – Administration

Responsible To: People Administration Supervisor

Direct Reports: None

Place of Work: Head Office with travel required to any Sheffield City Trust venue should the need arise.

Purpose of the Job

Providing an administrative support service for Sheffield City Trust (SCT) from within the People Team.

Job Summary:

The People Administration team provide a comprehensive and effective People (HR) administration service across the Trust and provide administrative support to the People Administration Supervisor, People Assistant, People Business Partners and Director of People & Culture in relation to HR practice. This role forms part of an essential support service ensuring administration relating to Sheffield City Trust employees is conducted in a timely, accurate and efficient manner.

Key Responsibilities:

To execute and facilitate the full SCT employee journey from the point an employee joins, right up to their final day with the Trust. This includes:

- Processing new employment contracts and associated documentation for employees joining SCT. Ensuring relevant document checks are in place, legislation and SCT policy are adhered to including checking of right to work in the UK, health declaration and DBS.
- Ensuring an effective onboarding process for every employee, completing associated administrative tasks.
- Process changes to contract for existing SCT employees.
- Process employees leaving the organisation communicating relevant information and documentation where required.

Other core responsibilities:

- Assist the People Team in providing administrative support for the Trust including drafting letters, dealing with queries, attending meetings and taking minutes amongst other duties.
- Assist in the development of the People Policies and Procedures where relevant.

General responsibilities:

- Maintain accurate records for employees utilising SCT databases and systems. Including employee personnel files, DBS, learning systems, employee benefit subscriptions etc.
 - Handle sensitive, confidential information with care ensuring Data Protection guidelines and legislation are adhered to at all times.
 - Placing orders in relation to employees (e.g. uniform) and the People Department.
 - Assisting managers and leaders with queries and problems to find an effective solution that suits the business need and is within guidelines.
 - Take part in learning and development activities relating to the role, taking relevant time to complete learning tasks as required.
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Expected Behaviours

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.