



# Recruitment Pack

**HR Administrator  
(Part-Time)  
£22.5-25K (FTE) +  
benefits**

**November 2024**

# Welcome

Thank you for your interest in joining our team! We're thrilled that you've discovered us and are eager to share more about this exciting role.

SAAF Education is a market-leading provider of business support services in the education sector. Our services include finance consultancy, payroll, HR, supply & recruitment, and internal scrutiny support. We're a key strategic partner to over 600 schools, academies, and trusts.

Our mission is clear: to alleviate the burden on school business leaders by providing tailored support that supports them every step of the way. By streamlining processes, we empower educational leaders to focus on educational excellence and pupil care.

But we're not content to simply maintain the status quo. Continuously adapting, learning, and attentively responding to the needs of our clients, we've become the preferred choice for many institutions - and our ambition is to be the ultimate choice for all.

Central to our success is our belief that people are the cornerstone of our vision. We understand that success can be achieved with the support of an exceptional team.

## Why SAAF?

At SAAF, we're dedicated to sharing our expertise with schools, academies, and trusts. To do this, we require a strong and talented team. We've shaped an open, positive, and collaborative culture which will allow you to flourish and develop.

[Read more about us](#)

## Our Values



**Customer-  
centric**



**Act  
ethically**



**Proactive**



**Trailblazers**

# HR Administrator JD

## Role Overview

Part-time - 15-20 hours per week

Term-time only considered

£22.5-25K (FTE) + benefits

We're looking for a highly organised and self-motivated HR Administrator with a keen interest in employment-related matters and HR to join our team and contribute positively to our diverse work environment.

As HR Administrator, you'll support various client activities, including recruitment, contract renewals & changes, absences, and more.

Collaborating with our team, you'll receive comprehensive training and support in all aspects of HR processes and procedures. You'll be expected to use your initiative to make informed decisions, ensuring routine and ad-hoc tasks are handled professionally.

If you possess strong administrative and communication skills and are eager to build a career in HR, we'd love to hear from you!

## Responsibilities

- Act as a first point of contact for all HR queries, ensuring they're passed to an HR consultant within a timely manner via our helpline and dedicated HR email inbox
- Conduct compliance checks including right-to-work ID checks, reference checks, DBS checks, overseas police checks, qualifications checks, and administration of health questionnaires
- Conduct HR Administration tasks including contracts of employment & contract changes, offer letters, statements/T&C of employment, maternity, paternity & adoption leave, auto-enrolment notification, annual pay award communication, and fixed-term contract figures
- Monitor sickness absence
- Note-taking
- Work closely with HR advisors to ensure SAAF's activities are compliant with HR policies and procedures
- Setting up and/or maintaining records within the HR software
- Uploading documents to self-service portals
- Ensuring any employment changes are efficiently processed, such as resignations, retirements, and changes to working hours/patterns

# HR Administrator JD

## Responsibilities (Continued)

- Liaising with the payroll department regarding pay, pensions and contracts as required
- Act as the liaison between clients and HR consultants
- To prioritise own workload and monitor the activities of all relevant HR initiatives
- Referrals to occupational health, liaising with clients on outcomes
- Collaborate with others to make recommendations for the development of established processes and procedures

## Experience & Qualifications

- HR administrator experience
- CIPD-Level 3 (desirable)
- Experience working in education-HR (desirable)
- GCSE or equivalent - maths and English Grade C/5 or above
- Basic level office/Google Suite skills
- Strong people skills
- Customer service experience (desirable)
- Ownership/responsibility for own workload
- Flexible in your approach to tasks and objectives, getting stuck in when required
- Good attention to detail and problem-solving

## Benefits

- Flexible and hybrid working arrangements
- 24 days of annual leave plus bank holidays, rising to 30 based on length of service
- Electric Car Salary Sacrifice Scheme
- Professional development opportunities
- Employee Assistance Programme - providing mental health & wellbeing support