



Please note that HR will only be able to proceed to advert if **ALL** sections below are completed. Any partially completed forms may result in the form being sent back and delays to your recruitment process

<u>ADVERTISING DETAILS</u>			
Post Title	HR Administrator		
School / Organisation	Avanti Services Ltd		
Location	Avanti House Secondary School, Stanmore		
Grade	Support Grade 4 £28,611 to £30,309 per annum		
Hours	37.5 hours		
	<input type="checkbox"/>	Term-time only	<input checked="" type="checkbox"/> All year round
Contract Type	Fixed Term – 6 months		
Closing date / advert length: <i>Minimum: 5 days</i>	5 days		
<u>ADVERT CONTENT</u>			
About us and the role:	<p>About us and the role</p> <p>Avanti Schools Trust is seeking a detail-oriented HR File Auditor to join our Human Resources team.</p> <p>With a high level of attention to detail, you will be responsible for evaluating, organising, and standardising employee records across the employment lifecycle. The ideal candidate ensures that personnel files are 100% compliant with statutory regulations, privacy laws, and company policies, minimising legal and financial risks.</p> <p><i>Please note that we may close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, we'd encourage you to submit your application as early as possible.</i></p>		
What will you do?	<p>What will you do?</p> <ul style="list-style-type: none"> • Conduct reviews of digital personnel files (including active, terminated, and contractor records) to ensure we are compliant. • Ensure all sensitive employee data is stored, retained, and disposed of in accordance with strict data protection and privacy laws (e.g., GDPR). • Confirm the presence and validity of critical employment documents, including ID checks, DBS checks, Fitness to work, qualifications, reference/employment record, signed offer letters, employment contracts, right-to-work documents. • To undertake such other duties as may be required which are commensurate with the job and grade. <p><i>For a more comprehensive list of the job responsibilities, please view the full Job Description</i></p>		
Why should you apply?	Why should you apply		



	<p>Avanti exists to help each person become a well-rounded human being through intellectual, moral and spiritual growth, and so make the world a better place.</p> <p>You will be working in a fantastic environment, with:</p> <ul style="list-style-type: none">• Great opportunities for professional development through the Avanti Institute and our family of schools• Pension scheme subject to eligibility criteria• O2 discounts, Specsavers corporate eye test vouchers• Eligible for NUS Card and CSSC membership• Access to multiple well-being programmes (Weekend Retreats, Yoga Classes and Apps)• Cycle-to-work Schemes
<p>What are we looking for?</p>	<p>What are we looking for?</p> <ul style="list-style-type: none">• Previous experience and understanding of generalist HR processes including payroll and recruitment administration• A good understanding of the principles of Safer Recruitment and Equality and Diversity as relevant to the requirements of the post• Able to work effectively on own initiative and within the limits of own professional boundaries and knowledge• A strong commitment to a career in HR <p><i>Please view the full Job Description for more information on the essential criteria and skills required for this role.</i></p>
<p>Further information</p>	<p>Further information</p> <p>Pre-employment checks Avanti Schools Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks. Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.</p> <p>Diversity and Inclusion We want to make sure we are attracting the widest possible range of people and ensure that they are accepted, understood and treated equally when they work here. This means we will work hard to understand that each employee is unique and ensuring that individuals or groups are not treated differently or less favourably on the basis of specific characteristics. Such characteristics include (but are not limited to) age, disability, gender including transgender, race, religion, sexual orientation, marital status, and how the school supports pregnant women and new parents.</p>