



Treetops
Hospice

End of life care in Derbyshire
and Nottinghamshire

HR Administrator

Job description and person specification

The HR Administrator will assist in delivering a comprehensive HR service.

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A job that’s part of something very special.



HR Administrator

Danielle Hadley

15 October 2026

Job Description

Appointment: HR Administrator

Reports to: Senior HR Advisor

Hours of Work: 30 hours per week

Location: Risley, Derbyshire- Office Based

Key Relationships: Director of People & Culture, Departmental Heads, Team Managers, Employees, volunteers.

Main Purpose of the Job

To provide a comprehensive HR administration and workforce data service, ensuring the accurate processing, maintenance and reporting of employee information. The role is responsible for maintain data integrity with Sage HR and associated databases, producing meaningful workforce reports, and supporting the delivery of an effecting People and Culture function.

Key Responsibilities

- Maintain employee records within Sage HR (our current HRIS).
- Process starters, leavers, contractual changes, and employee lifecycle transactions.
- Ensure that data for workforce reports, dashboards and trend analysis including absence, turnover and recruitment metrics are accurate and up to date.
- Assist in regular HR data audits to ensure Quality Care Commission standards, regulations and GDPR compliance.
- Complete in a timely and accurate manner all recruitment, onboarding and probation administration.
- Prepare contract, offer letters and HR correspondence.
- Act as a key user for Sage HR and support system improvements.
- Support organisational reporting and workforce planning activities.

HR Administrator

Person Specification

	Essential	Desirable
Qualifications /Experience	Experienced administrator; database management; reporting and Excel skills	HR experience
Knowledge	Thorough working knowledge of Microsoft 365 suite: - Word processing – including tables, letters - Spread sheets - Database – including inputting data, creating queries, forms, tables, reports - Outlook – including email, diary management 365 Forms	Knowledge of Sage HR
Skills and Ability	- Excellent communication and organisational skills with attention to detail. - The ability to multi-task and prioritise demands	
Personal Attributes	- Hardworking - An effective team player - Ability to work on own initiative - Highest standards of integrity and confidentiality - Professional yet friendly telephone manner - Ability to work well under pressure	

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