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| **Job Title** | HR and Recruitment Administrator  |
| **Reports to** | HR and Recruitment Manager  |

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| **Job Purpose** |
| As an HR and Recruitment Administrator you will work as part of a wider HR team, supporting a team of generalists who look after all teaching and teaching adjacent departments in the school and a team of recruitment specialists. You will be responsible for providing full administrative support throughout the employee lifecycle. Key responsibilities will include carrying out legally compliant recruitment checks, entering new joiners onto the HR system, posting job adverts, editing job descriptions, scheduling interviews, and undertaking safeguarding interviews. |

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| **Key Tasks and Responsibilities** |
| * In relation to your work supporting the generalist (teaching) team:
* Carrying out recruitment checks for successful candidates and logging these on our Single Central Register – there are approximately 15 separate checks that need to be undertaken before an individual is able to join the College. These checks need to be carried out in line with Keeping Children Safe in Education, the school’s expectations and in a timely fashion to ensure that the individual is safe to work in a school before they start with us.
* Inputting new joiners onto our HR Information System, and liaising with payroll, IT, Security and other internal stakeholders to ensure everything is set up in time for the new joiner’s arrival.
* Generating accurate offer letters and contracts
* Supporting with on-boarding employees once they join the College.
* Processing changes on our HR Information System and preparing letters to send to individuals – for example salary changes, promotions etc.
* Supporting the processes of annual salary review – including helping to mail merge and envelope letters.
* Answering day-to-day queries and directing people to information or policies, and where required, escalating queries to other members of the team.
* Processing leavers – including logging information on the HR Information System, preparing letters and liaising with security, IT and payroll as appropriate.
* In relation to your work supporting the recruitment team:
* Placing job adverts in an accurate and timely fashion as directed. For instance, this may include the school’s careers site, online job boards, local media, LinkedIn etc.
* Supporting Hiring Managers to screen and sift applications against pre-defined criteria and conducting ‘first stage’ screening where relevant.
* Using the school’s recruitment software (Tribepad), ensuring that all information within the system is up to date and accurate – this includes, but is not limited to: ensuring all candidates receive a response to their applications in a timely manner, that job templates are up to date and creating new templates as and when needed, that jobs are properly closed off, that individuals who do not have the right to work in the UK are processed in line with our procedures.
* Creating ‘recruitment packs’ for candidates, which may include conducting online searches and requesting references.
* Assisting with the management of the Recruitment Inbox, which involves answering queries, directing people to information and redirecting queries where necessary.
* Supporting on the preparation of the weekly roundup of vacancies to all Eton staff on a weekly basis and sending out this communication when required.
* Booking and arranging interviews with candidates, Hiring Managers, and other members of the recruitment team. This will include the creation of complex interview schedules on occasion.
* Using InDesign software to create and edit job descriptions and brochures.
* Playing a role in the interview process, in most cases this will involve conducting Safeguarding Interviews, checking of identification documents (including right to work documentation) and assessing the candidate’s previous education and employment history.
* Making offers to candidates and turning down applicants, by phone wherever possible, ensuring that helpful feedback is provided and the candidate experience is at the forefront of the process.
* When required, liaising with recruitment agencies to ensure that all checks are processed in line with Keeping Children Safe in Education and the College’s expectations.
* Keeping the Vacancy tracker up to date with all pertinent information.
* General responsibilities:
* Supporting the team with the collation of metrics and data around what we do as an HR team.
* Supporting projects and undertaking own projects and tasks where relevant.
* Supporting the team with other tasks as necessary to facilitate to smooth running of the department, including filing.
* All employees of Eton College are also expected to:
* Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as ‘regulated activity’.
* Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood.
* Understand and comply with procedures and legislation relating to confidentiality.
* Display a commitment to and promotion of equality, diversity and inclusion.
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| **Skills and Competencies Required** |
| To be successful in this role you will need:* Previous experience working in a busy administrative position and juggling competing priorities;
* Good working knowledge of Microsoft Word, Outlook and Excel;
* Excellent communication skills – both written and verbal;
* Previous experience of working in an HR team and/or with an HR Information System or Applicant Tracking System would be highly advantageous;
* Experience of working with editing software such as InDesign is desirable.

You may enjoy this role if:* You have a ‘can-do’ attitude – you love getting stuck in and you’re not phased by a heavy volume of work and fast changing priorities;
* You’re flexible – you’ll have to juggle lots of competing tasks so you’ll enjoy having lots of different things on the go, and you’re able to organise your time and to prioritise your to do list so nothing slips through the cracks;
* You have an eye for detail – our team are key to making sure our data is accurate and that we’re completing all of our recruitment checks, so you will be comfortable working in the detail and following processes;
* You continually look for ways to improve systems and processes – we’re keen to evolve and keep improving what we do, so you’ll continually question the status quo and actively search for ways we can be more efficient and effective;
* You’re a great communicator – you enjoy engaging with a variety of different people, you’ll always try to meet face to face or pick up the phone rather than email if you can;
* You enjoy working in a team – we’re a small team and we enjoy spending time together. We support each other as much as we can meaning we get involved in lots of different tasks, you’ll be keen to operate in the same way we do, and you’ll volunteer to get involved.
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| **Potential Career Progression** |
| For those looking for an administrative career there is scope to move into administrative and secretarial roles within other College departments. There is also the opportunity to develop your HR career and to move sidewards into an L&D Administrator position, or upwards into an HR Officer or Recruitment Officer position, depending on individual skills and experience.  |

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| **Typical Working Pattern** |
| The standard working pattern is:* 35 hours per week, working 9am to 5pm, Monday to Friday with one unpaid hour for lunch each day;
* 52 weeks per year;
* 21 days contractual annual leave, plus additional discretionary leave over the Christmas shut-down period (normally 3 days);
* Working onsite in Eton;
* When bank holiday fall within a school term period, this is considered to be a working day and a day off in lieu will be given.

**Disclosure Checks**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. |