|  |  |
| --- | --- |
| **Job Title** | HR Administrator |
| **Reports to** | *HR Manager* |

**Job Purpose**

As a HR Administrator you will work within a small generalist HR team who look after designated client groups within the school. You will be responsible for providing full administrative support throughout the employee lifecycle. This can range from carrying out legally compliant recruitment checks, entering new joiners onto the HR system and processing changes, to sorting out exit paperwork.

**Key Tasks and Responsibilities**

* Carrying out recruitment checks for successful candidates and logging these on our Single Central Register – there are 14 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 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 offer letters and contracts and helping to on-board employees once they join;
* 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 queries and directing people to information / the best people to speak to as appropriate;
* Processing leavers – including logging information on the HR Information System, preparing letters and liaising with security, IT and payroll as appropriate;
* Supporting recruitment activities happening within the designated client groups. This may include booking and arranging interviews, helping to shortlist, undertaking Safeguarding Interviews and, with more experience, being part of the interview process for certain roles;
* Supporting HR projects and undertaking own projects/tasks where relevant;
* Supporting the team with other tasks as necessary to facilitate to smooth running of the department.
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times.
* Good understanding and effective implementation of Child Protection procedures
* Commitment and promotion of equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood.
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* 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 would be highly advantageous.

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 HR Administrators 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 have an interest in working in an HR team, even if you don’t want to become an HR specialist;
* 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.

**Working Pattern**

* Your working hours will be 9am to 5pm, Monday to Friday with one hour for lunch.
* You will be working 52 weeks per year.
* You will be entitled to 21 days of holiday. (You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.)
* Any remaining weeks, save as outlined in your annual leave provisions below, are deemed to be non-working weeks.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.