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

|  |
| --- |
| **Job Purpose** |
| As an HR Administrator, you will work within a small generalist HR team who looks 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, including filing, ; * Demonstrating a clear commitment to safeguarding and promoting the welfare of children including, but not limited to: completing the regular and required safeguarding training and keeping abreast of safeguarding updates published by the school; * Complying with all school-related and legislative requirements in relation to handling confidential and sensitive information; * Demonstrating commitment to, and the promotion of, equality, diversity and inclusion. |

|  |
| --- |
| **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 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 fazed 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. |

|  |
| --- |
| **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 upwards into an HR Officer or HR Analyst position, depending on individual skills and experience. |

|  |
| --- |
| **Typical Working Pattern** |
| The standard working pattern is:   * 35 hours per week, working 9am – 5pm, Monday to Friday with one unpaid hour for lunch; * 52 weeks per year; * 21 days contractual annual leave, plus additional discretionary leave over the Christmas shut-down period (normally 3 days). All annual leave, plus any days given in lieu, must normally be used during the school holiday periods; * 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. |