



Job Description

Job Title: HR Administrator
Reports to: Human Resources Manager
Department: Business Support
Salary: £25,119.37 Full time

Overall Purpose

To support the HR team, HR Manager and Senior Management Team in providing day-to-day HR administrative support and contribute to the long-term development of the HR functions, in accordance with our organisational values:

Equality

Empowerment

Respect

Sustainability

Core Duties

Employee Relation Responsibilities:

- Provide an efficient, effective and customer focussed HR service which supports all aspects of an employee's relationship and engagement with the College ensuring compliance with employment legislation and College policies
- Build effective working relationships with staff at all levels, providing first-line administration support to the HR team.
- Support effective absence management processes, including assisting with the daily welfare call back system, supporting line managers with absence meeting and monitoring of sickness trends in accordance with the College's policy. Facilitate a proactive approach to absence management to ensure a smooth return to work.
- Engage in promoting and 'living' the core values of the College, monitoring employee health and wellbeing and delivering improvements through appropriate and considered employee benefits

HR General Responsibilities:

- Support systems and processes to enable the effective recruitment, selection and retention of staff in line with current safeguarding and other legislation. Including:
 - To carry out the administration and facilitation of recruitment campaigns.
 - Assist with placement of vacancies and co-ordination of the selection process
 - Completing pre-recruitment checks in accordance with KCSIE.
- Maintain the Single Central Record ensuring it is accurate and in accordance with KCSIE.
- Assist with the on-boarding new staff including raising necessary paperwork and contracts, calculating of holiday entitlement, delivering inductions, and issuing identity cards.
- Supporting administration of the monthly payroll process including:
 - Issuing contract amendments
 - Processing new starters and leavers
 - Providing absence monitoring information.
 - Liaising with the external payroll provider

- Checking and reviewing the payroll data alongside the finance team
- Assist with the development and creation of college policies, procedures and monitoring systems, to ensure compliance with guidance and legislation.
- Produce a range of HR related paperwork and generate letters as required.
- Provide data for and prepare management information reports for HR Manager.
- Respond to employment reference requests.
- Monitor and accurately record staff training and qualifications
- Book employee training for various courses and record
- Support the organisation of internal staff-training days
- Work with managers to ensure mandatory staff training and development is planned, organised, up to date and recorded accurately.

General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.
- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

Person Specification

Education & Qualifications

Attribute	Criteria	Evidence
Level 3 or relevant HR qualification or working towards or a School business manager qualification	Desirable	App Form Certs
English & Maths at Level 2	Essential	App Form & Certs

Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Worked within an administration role using data systems, inputting data and maintaining records.	Essential	App Form & Interview
Experience working within the education sector	Desirable	App Form/ Interview
Experience of providing administrative support in a key area such as recruitment, training or staff development	Desirable	App Form / Interview & Test
Experience of providing administrative support in a key area such as recruitment or staff development	Desirable	App Form / Interview & Test
Experience of using computer software packages such as Microsoft Office (including Excel) Microsoft Access or other Databases.	Essential	App Form / Interview & Test
Able to work autonomously and also in a team whilst working with competing demands	Essential	Interview
Able to demonstrate attention to detail to record information both accurately and consistently.	Essential	Test

Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Able to communicate with third parties with tact and discretion.	Essential	App Form & Interview
Good written and oral communication skills including email and telephone.	Essential	App Form & Interview
Appreciates and understands the requirement of confidentiality in dealing with all HR and training issues.	Essential	Interview
A highly motivated, enthusiastic and effective communicator, capable of conveying clear information.	Essential	Previous job experience
Resilient and able to work in an organisation that is undergoing change due to development and growth.	Essential	Previous job experience
Uses judgement to know when to ask for help and guidance.	Essential	Interview
Proactive and suggests new ideas.	Desirable	Previous job experience

Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service/business needs.