

# Job Description - HR Administrator (Temporary Cover)

Reporting to: HR Manager



## The purposes of this key support role are to:

- To provide accurate and timely administrative support to ensure smooth running of the HR function
- To ensure accurate and useful information is available in the HR record systems.
- To support the HR Advisors and HR Manager in order to ensure the smooth running of the department

<b>This post is responsible for:</b>	
Ensure accurate and timely administrative support for the HR function	Supporting the HR Manager with the smooth running of the department by providing a high quality administration service to the team and department on a day to day basis
	Supporting the HR Advisor responsible for payroll and employee relations with the administration requirements for the department including: <ul style="list-style-type: none"> <li>• producing regular and ad hoc-reports as required</li> <li>• up-dating and maintaining the HR database and systems, staff records, contracts of employment and general payroll and employee relations material.</li> <li>• providing monthly incremental salary reports</li> <li>• maintaining and monitoring personnel files both electronically and in paper form to a high standard</li> <li>• supporting with general HR correspondence to a high standard</li> <li>• maintaining the Cycle to Work Scheme</li> </ul>
	Supporting the HR Advisor responsible for recruitment with the administration of the recruitment cycle including : <ul style="list-style-type: none"> <li>• managing applications, arranging interviews, interview timetables and interview packs for Managers</li> <li>• liaising with applicants regarding necessary paperwork in line with Safer Recruitment requirements</li> <li>• ensuring DBS forms and supporting documentation is gathered and checked accordingly</li> <li>• obtaining proof of qualifications and training certificates</li> <li>• referencing prospective employees to ensure suitability for employment</li> <li>• managing new starter and induction packs</li> </ul>

	<ul style="list-style-type: none"> <li>• meeting and greeting of new starters prior to joining to ensure all necessary paperwork is completed accurately</li> <li>• setting up, monitoring and tracking staff probationary periods whilst informing managers of dates for review</li> <li>• supporting with the NCS project and other selection days</li> </ul>
	<p>General duties including:</p> <ul style="list-style-type: none"> <li>• effective HR record keeping and general correspondence</li> <li>• effective file maintenance including filing, archiving, storing and up-keeping of personnel records</li> <li>• effective processing of new starters and leavers within the HR system</li> <li>• effective management of the sickness and absence records and the overall sickness administration for the College.</li> <li>• appropriate updating of HR department forms and documenting processes as requested</li> <li>• timely liaison with reprographics team to ensure a good supply of HR forms and general information is printed and available to staff as and when required.</li> <li>• act as custodian of HR forms and documents and maintain master records</li> <li>• ensure strict confidentiality of all HR data and personal information</li> <li>• assist other members of the department as required to cover for absence and work load management.</li> <li>• work within the College policies and procedures with particular regard for health and safety, equal opportunities and the overriding need to safeguard children and vulnerable adults in our care.</li> </ul>

## **PERSONAL QUALITIES AND EXPERIENCE**

- 1 Good general knowledge of office procedures, high degree of accuracy, attention to detail, and excellent numeracy skills. Payroll admin experience not essential.
- 2 Good IT skills including word processing, e-mail, databases, computer packages, excel.
- 3 Confident and positive approach, ability to work and stay calm under pressure and with ability to prioritise work effectively.
- 4 Good communication skills, calm and reassuring manner and appreciation of good customer relations. An interest in understanding why we do things rather than just following a procedure, and capable of suggesting improvements.
- 5 Ability to work flexibly with all colleagues as part of a team; willing to help out, cover for other roles and work overtime where required
- 6 Maintain strict confidentiality
- 7 To work with College policies particularly on equality, safeguarding and health and safety

- 8 A good general standard of education is expected to at least GCSE level in English.
9. Support any other duties that may be necessary to fulfil the scope of the this role