



## Human Resources Administrator

### Job Description

<b>Faculty / Department:</b>	HR and OD Department
<b>Campus:</b>	Cauldon/Burslem campuses

<b>Responsible to:</b>	Head of Organisational Development
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<b>Responsible for:</b>	no direct reports
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<b>Salary/Grade:</b>	Salary Range: £22,468 - £23,086 (Grade 2A, SCP 6 – 7)  Pay Award Pending	<b>Hours/contract detail:</b>	Full-Time, 37 Hours Per Week, 1.0 FTE, Permanent.  <i>Business Support T&amp;Cs</i>  <i>Flexible and hybrid-working options available</i>
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<b>Role Summary:</b>
<p>To provide effective and professional HR administrative support to the HR and OD team, with a particular daily focus on supporting recruitment, selection and onboarding processes. Other administrative support will include ER casework note taking and document collation/preparation, supporting the processing of terminations and contractual variations including associated payroll administration, along with the accurate and timely updating of systems, databases and electronic files and information.</p> <p>To be the first point of contact for the department, proactively fielding phone calls and monitoring the main HR email inbox for relevant distribution and allocation of requests and information - in support of achieving timely responses to enquiries and helpful management of workload of colleagues.</p>

<b>Main Duties and Responsibilities:</b>
<p><b><u>Work Processes and results</u></b></p> <ul style="list-style-type: none"> <li>To support the administration of recruitment, selection and onboarding in line with policy and procedure, for all vacancies across the College. This includes updating and maintaining the College's online recruitment systems; supporting the OD Business Partner in liaising with managers to coordinate advertising campaigns to efficient timescales; preparation of Job Descriptions and Person Specifications; supporting the preparations for interviews, requesting references; ensuring compliance with Safer Recruitment Practices, College</li> </ul>

policy, and relevant legislation.

- To support the preparation of offer letters, contracts of employment, and new starter procedures for all new appointees, ensuring acute and consistent attention to detail and accuracy.
- To support pre-employment screening, including Eligibility to Work in the UK checks, DBS, references, Barred List, etc, as applicable. To process applications in accordance with policy and procedure, maintaining confidentiality and discretion at all times.
- To assist in the welcome and induction of new staff, including the creation of their staff ID card, etc, and an introduction to College policies and the online Induction portal.
- To effectively support the administration required for the submission of an accurate monthly Payroll – in relation to new starters, contractual variations, leavers, pension information, etc.
- To maintain an up to date working knowledge of all College policies and procedures, as well as current legislation, to be able to respond to basic queries and requests, escalating more complex matters to senior HR colleagues as appropriate.
- To update HR systems, databases and spreadsheets, etc, in a timely manner, and to ensure that information remains up to date and accurate at all times.
- To assist colleagues in the production of monthly and ad hoc reports, and data request responses, as required.
- To support checks on calculations in relations to aspects such as basic annual leave, sick pay and FTE, pro rata contractual, etc, as required.
- To handle and respond to a variety of queries from members of staff, contractors, agencies and visitors, over the phone, by email and in person, in a professional and friendly manner.
- To undertake ad hoc HR project work and to provide administrative support to HR colleagues for employee relations casework or OD activity, as required.
- To develop and maintain an up to date, working knowledge of current and forthcoming UK employment law and any impacting EU Directives, undertaking own CPD frequently to ensure that knowledge remains up to date.
- To take minutes or notes at formal meetings, Hearings, and on other occasions, as may be required.
- To deputise for the HRO when required.

### **Team Work**

- To work flexibly to meet the needs of the business, and to provide cover for other members of the team, as appropriate, in times of absence
- To work closely with colleagues in other Departments across the College, as well as with external partner agencies.

### **Communication / Documentation**

- To communicate clearly, effectively and professionally across a wide range of audiences.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

**College Values**

- To demonstrate and uphold the College's values, or Inclusive, Collaborative, Courageous, Ambitious, Nurturing (ICcAN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

**Equality, Diversity & Inclusion, Health and Safety and Strategy**

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

**Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

**General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.*

*This Job Description and Person Specification is accurate as at March 2024. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

## PERSON SPECIFICATION

### Human Resources Administrator

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Minimum of 4 GCSEs at Grades A-C (or equivalent) including Maths and English.</li> </ul>	A, I	<ul style="list-style-type: none"> <li>CIHRP (CIPD Level 3) certificate, or equivalent qualifications or recent experience.</li> <li>Educated to A Level, or equivalent.</li> </ul>	A, I  A, I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent experience in a similar, busy and fast paced administration role.</li> <li>Experience of coordinating administrative processes, systems and databases requiring strict adherence to policy.</li> <li>Experience of communicating effectively with a wide variety of people at different levels.</li> </ul>	A, I  A, I  A, I	<ul style="list-style-type: none"> <li>Recent experience in a fast-paced HR role.</li> </ul>	A, I
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>Ability to work on own initiative and as a team player, with an organised and positive attitude to work.</li> <li>Highly developed administrative skills and ability.</li> <li>Excellent time management, organisation and prioritisation skills.</li> <li>Effective written, verbal and non-verbal communication skills and strong emotional intelligence.</li> </ul>	A, I  I  I  I	<ul style="list-style-type: none"> <li>Basic understanding of legal requirements and best practice.</li> <li>Ability to produce reports and to analyse data.</li> </ul>	I  I

	<ul style="list-style-type: none"> <li>• Ability to provide an effective, proactive customer focused service to managers and other key stakeholders.</li> <li>• Ability to work well in a fast-paced environment, meeting multiple deadlines within set timescales.</li> <li>• Excellent accuracy and attention to detail.</li> <li>• Well-developed IT Skills including the use of Microsoft Office, Word, Excel and ability to manipulate and report on data.</li> <li>• Diplomatic, tactful and approachable.</li> </ul>	<p>A, I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>		
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Commitment to own personal and professional development within the field of HR.</li> <li>• Ability to travel between, and work from, Burslem and Cauldon campuses, as required.</li> </ul>	<p>A, I</p> <p>I</p>		

## TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.

### **Conditions of Appointment**

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

### **Pension Arrangements**

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

### **Working Hours**

The standard full-time working week for all staff is 37 hours.

### **Maternity, Paternity & Adoption**

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

### **Sick Pay**

The Company has a scheme of enhanced sickness benefits.

### **Training and Development**

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

VN2391

### **Holidays**

Education Business Services (Stoke) Ltd staff are entitled to 32 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

### **Staff Parking**

Free and ample parking space is available on both sites, subject to availability at peak times.

### **Salary Payments**

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

### **Notice Periods**

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

### **Location of Work**

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

### **Equality of Opportunity**

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.