

JOB DESCRIPTION

Job Title: HR Administrator

Line Manager: HR Director

Summary of Job

The HR Adviser is responsible for supporting the HR Officers and the HR Director in delivering both operational and strategic objectives for the College. The role provides advice and assistance across the full range of HR activities, always ensuring compliance with data protection and safeguarding legislation. By doing so, the HR Adviser helps the College to attract, retain, engage, and develop its staff effectively.

Responsibilities

Recruitment, Onboarding and Offboarding

- Carry out all administrative tasks related to recruitment including candidate management, interview scheduling, new hire processing, information validation and other tasks as required.
- Complete pre-employment checks including background verification and reference collection in line with safeguarding and college requirements.
- Draft, update, and maintain candidate communication templates to ensure a consistent and professional approach.
- Maintain accurate recruitment records, ensuring all files are correctly filed, audited, and managed in accordance with college governance and data protection legislation.
- Manage and update training records and the training database for all new and existing employees
- Oversee the Induction (probation) process for all employees, providing support to managers as required.
- Coordinate the offboarding process, including updating HR databases, organising return of college property, and managing the Exit Interview process.

Compensation, Benefits & Well Being

- Ensure the absence management procedure is applied consistently and records are accurately maintained. Monitor absence data, process all leave types (e.g., maternity, paternity, parental, physical and mental health-related absence), and highlight trigger points to the HR Officer.
- Assist in the administration of payroll, pension, and compensation processes, ensuring accuracy and confidentiality.
- Support the delivery and communication of wellbeing initiatives, ensuring that resources and activities are promoted effectively to all employees.

Process and Policy Production

- Contribute to the development, review, and updating of HR policies, ensuring alignment with current legislation and college procedures.
- Design, develop, and maintain templates for HR processes (e.g., letters, emails, policies, and spreadsheets) to support consistency and efficiency.
- Maintain high-quality and accurate HR data within the HR Information System (HRIS) and team's environment
- Prepare, administer, and file all HR documentation promptly and accurately.
- Safeguard the confidentiality and security of both physical and electronic HR files, records, and templates.

Work Force Surveys and Data Collection

- Assist HR Officers with the completion of workplace surveys and data collection activities, including annual Workforce Surveys (SFCA) and Equality, Diversity & Inclusion (EDI) reporting.
- Support payroll data returns and ensure accuracy in all submissions.

Other

- Manage and triage the HR inbox efficiently, ensuring timely responses in line with the HR Service Level Agreement (SLA).
- Provide administrative support to the HR Officers and HR Director as required.
- Assist with document production for ad hoc and ongoing HR projects.
- Contribute to the development of automation processes to streamline basic administration tasks and improve efficiency.
- Participate in projects and initiatives that support both college objectives and your own professional growth.
- Keep up to date with relevant legislation and HR best practices, including *Keeping Children Safe in Education (KCSIE)*, Safer Recruitment guidance, and DBS (Disclosure and Barring Service) requirements.