

Job Title:	Human Resources Administrator
Reports To:	Human Resources Manager with a daily reporting line to the Senior HR Administrator
Direct Reports:	<i>n/a</i>
Date:	<i>October 2019</i>

Job purpose

A varied role within the HR Department meeting the high level of regulatory and compliance-based administration work.

Objectives

The HR Administrator will support the HR team in the provision of a high quality, efficient HR service for the Charity and schools. As a customer focused role the HR Assistant will provide effective support across the HR function with particular focus on data input, employee records, recruitment support and operational HR administration. Apply professional high standards of relevance, accuracy and timeliness in the information and advice they provide to stakeholders. Accept responsibility for professional actions and decisions while complying with employment laws. Act as a role model for maintaining the highest standards of ethical conduct.

Maintain professional knowledge and competence through continuing professional development, to ensure a professional, up to date and insightful service.

Safeguard all confidential, commercially sensitive and personal data acquired as a result of business relationships and not use it for personal advantage or the benefit or detriment of third parties

Duties and responsibilities

- Areas of work include general administration, including data input, filing, and the administration involved in recruitment, new starters, attendance and training. Responsible for ensuring personnel files and computerised records are up to date and accurate.
- Ensure that regular, consistent and timely information and instruction is given to the Payroll department and the payroll staff are kept up to date with new employees, leavers and any significant staff information, i.e. serious illnesses.
- Producing reports from and inputting data into the HR database – i.e. absence, training and holiday data.

- Working closely with the HR Administrator (Recruitment) and Senior HR Administrator, assist in the issuing of new staff contracts of employment and take an active part in the interview process by organising interview schedules, booking rooms/venues, sending out relevant communications to candidates
- Be prepared to travel to the other Charity locations as and when necessary to provide HR administrative support to the staff and managers.
- Maintain confidentiality as best practice, following data protection, equal opportunities and other relevant guidelines.
- Assist when necessary to ensure the staff appointment register, the 'Single Central Register of Staff' and contractors is kept up to date at all times.

Key Tasks

- Assisting with compliance checks at and prior to interview, which include applying for references along with personnel and qualification checks.
- Complete the on-boarding process for new starters, including making up files, and completing the safeguarding paperwork; including all relevant checks.
- Maintain HR record information systems and input data onto relevant databases, including logging absences and training.
- Logging and recording temps workers/Contractors at all Charity locations.
- Assist the HR Administrator (Recruitment) with ad design and the preparation of job/person specifications. Liaising with recruitment agencies and update adverts on the Charity websites.
- Manage the administration of all mail, filing and office duties.
- Maintained the site parking register and issue passes as necessary.
- Cover the LTC Reception as and when required.
- Point of reference for internal and external queries and report as required.
- Co-ordination, administration and note taking of relevant HR meetings.
- Adhere to HR policies and update policies and procedures under the advisement of the HR Director/Manager
- Assist with projects as directed.
- Support and assist the HR team including the coordination of meetings and managing diaries.
- Assist with administration of training /development programs, including on-line training.
- Maintain and develop knowledge of HR issues.
- Carry out any other relevant duties as and when required.

Approved by: (line manager)	
Date approved:	
Post Holder:	