HR AND RECRUITMENT ADMINISTRATOR – JOB DESCRIPTION

Department	HR and Recruitment
Main purpose of role	To provide confidential, accurate and comprehensive administrative support for the Recruitment and HR function. The role involves following administrative processes with excellent attention to detail and dealing with highly confidential information. Excellent communication, organisational and customer service skills are required along with the ability to work under pressure and to deadlines. Strong IT skills, particularly in Microsoft Office, are essential.
Reporting to	HR Manager
Departmental Information	The HR and Recruitment team comprises the following posts: HR Manager, Recruitment Co-ordinator, and HR and Recruitment Administrator. Many other support roles exist within the College but fall under different line management. Members of the teams do collaborate and some flexibility and cover for other posts is expected. The organisation, known for its friendly, welcoming and open atmosphere, employs staff with a very wide variety of expertise and specialisms. Working for the Princethorpe Foundation would give a great chance to learn and develop in a fast-paced environment with no two days being the same.
Key duties and responsibilities	**Recruitment** • Support the Recruitment Co-ordinator with the administration of the recruitment process, to include amending and updating job descriptions, preparing candidate interview packs and advertising roles internally and externally. • Administration of interview days – including but not limited to, room bookings, support with scheduling, administration of the Recruitment System, organising guided tours. • Support with and administer safer recruitment checks and onboarding of new employees. • Support in the planning and facilitation of safeguarding training and induction for new staff. • Support the Recruitment Coordinator in administering changes to contracts for existing employees – issuing paperwork and updating HR systems. • Support with and complete administration and safer recruitment checks for ad-hoc volunteers, contractors, visiting professionals etc. • Handle enquiries from applicants, collating and distributing incoming applications. • Reference taking\verification through the recruitment system. • Maintain an up to date Job Description library from all vacancies published and to include updates following performance reviews. **HR Administration** • Administration of all HR Systems – data input of all new starters, leavers and staff changes. • Administration of all staff absences i.e. holiday/sickness/maternity/paternity and associated processes. • Support in the planning and facilitation of annual safeguarding update training for all staff and contractors.

	• Maintain and update the safeguarding log. • Administration of the leaver processes to ensure a smooth transition (accrued holiday, staff badges\keys, handovers, exit interviews, references etc). • Maintain all electronic and hard copy employee records. • Support in the clearance and induction process of Trainee Teachers. • Support with the induction planning for new Teaching staff. • Support the administration of contractual letters and documentation required for all HR workflows (e.g. Maternity / Paternity / Performance Management) • Work collaboratively with payroll to update on all staff changes, starters and leavers. • Accurate administration of HR systems including the Single Central Record. **General Administration** • Provision of appropriate cover in the absence of the Recruitment Co-ordinator or HR Manager, to take appropriate messages and assist where possible. • Assist with the handling of general incoming telephone calls and provision of cover for Reception when necessary. • Administration of clearances of contractors and other professionals. • Issuing annual policy updates to contractors. • Filing/archiving to comply with policies, procedures and legislation. • Proactive approach to updating office procedures and working guides. • Supporting the marketing of the school, including attendance at open days, entrance examination days and other special events (including some work at weekends\evenings). • Full adherence to follow Foundation branding and guidelines. • Maintain high levels of confidentiality and discretion. • Archiving of electronic and hardcopy records as required. • Other administrative duties as may reasonably be requested. • Maintaining high levels of confidentiality and discretion. The Foundation reserves the right to amend these duties from time to time according to business needs
Hours and place of work	This is a 20 hour a week role based at Princethorpe College. Working term time only plus 3 weeks (39 weeks per year including INSET). Working pattern will ideally be Tuesday to Friday, 9.15am to 2.45pm, however this can be discussed with the successful candidate.
Salary	The salary for this role is D5 of the Princethorpe Foundation support staff scale, currently £26,110.50 per annum full-time equivalent by negotiation, £11,962.79 actual salary per annum, inclusive of holiday pay.
Safeguarding Children	The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare or children in the school must report any concerns to the Deputy Head (Pastoral) or the Headmaster.
Mandatory training	• Safeguarding training • Health & Safety induction

PERSON SPECIFICATION		Essential	Desirable
Experience/ knowledge	Able to demonstrate strong administrative skills	**Y**	
	Experience of working in a HR\recruitment environment		**Y**
	Administrative experience within an education environment		**Y**
	Track record of delivering excellent customer focussed service	**Y**	
	Experience of handling confidential and sensitive information	**Y**	
	Familiarity with school database system or equivalent		**Y**
Technical job related skills	Experienced and proficient use of MS Office particularly Word, Excel and Outlook	**Y**	
	Proof reading skills	**Y**	
	The ability to work accurately, with attention to detail	**Y**	
Personal job-related skills	Good time management skills and ability to plan and prioritise a varied workload	**Y**	
	Ability to work on own initiative and as part of a team, interacting effectively with staff at all levels including senior management	**Y**	
	Excellent verbal and written communication skills.	**Y**	
	Ability to work under pressure and to deadlines	**Y**	
	The ability to work proactively	**Y**	
	Excellent interpersonal and customer service skills	**Y**	
	Pleasant and confident telephone manner	**Y**	
Qualifications	Qualified to GCSE Grade C/level 5 and above including Maths and English.		**Y**
Other requirements	Enthusiasm and commitment to the aims of the school	**Y**	
	An interest in HR and recruitment	**Y**	
	Supportive of the Foundation's ethos and strategic objectives	**Y**	