

HUMAN RESOURCES ADMINISTRATOR

Introduction

Concord College is England's premier co-educational international boarding school providing GCSE and A Level courses. Set in 77 acres of Shropshire parkland, the College combines outstanding facilities with first-rate academic performance. The College is regularly rated in the top 20 schools in the UK. We also run our own residential summer course programme during the months of July and August. Students are cared for by dedicated staff in a safe and beautiful environment.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.

Purpose of the Role

The HR Administrator will report to the HR Officer and take direction from the Assistant Bursar (HR, Admin & Domestic Services), providing support in HR matters to ensure College working practices, records, policies and procedures are maintained in compliance with statutory obligations and best practice. Overall control rests with the Bursar.

The post holder will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

Main duties and responsibilities (for both Main term and Summer School) include:

Personnel Records

- preparing personnel files and maintaining personnel records for all staff;
- entering new employees on to SIMS;
- processing DBS applications, maintaining the DBS database and re-checking personnel, volunteers and regular contractors at appropriate intervals;
- maintaining training records (main term);
- in liaison with the IT department, issuing identity badges and maintaining records;
- processing absence forms, maintaining absence records and monitoring sickness absence

Recruitment & Selection

- assisting with the recruitment process, ensuring safe recruitment procedures are followed and the necessary documentation is complete and on record for all staff;
- in liaison with the HR Officer, preparing and updating application pack documentation;
- providing interview information to all involved in the process in a timely manner;
- assisting with the interview and selection process, including co-ordinating skills tests and campus tours;
- communicating in a timely and appropriate manner with applicants;
- carrying out criminal background checks for all appointees;
- obtaining and checking references for all appointees;
- checking qualifications and appropriate registers for appointees;

- ensuring safe recruitment check sheets and documentation are complete and on record for all staff;
- preparing induction documentation.
- Understanding and keeping abreast of regulatory requirements and ensuring compliance in all practices and procedures.

General

- liaising with Accounts personnel in relation to payroll issues, ensuring good communication and exchange of information;
- in liaison with department heads or HR Officer/Assistant Bursar (HR, Admin & Domestic Services) arranging appropriate training for employees, as required;
- in liaison with the HR Officer/Assistant Bursar (HR, Admin & Domestic Services) updating staff handbooks, policies and procedures to ensure compliance with current legislation;
- liaising with recruitment agencies and sourcing temporary workers;
- inductions for temporary workers;
- ad hoc administration duties, as required by the HR Officer/Assistant Bursar (HR, Admin & Domestic Services);
- keeping up-to-date with employment law and attending training courses, as required;
- promoting equality and diversity within the College;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

Qualifications

A CIPD qualification (or working towards) is desirable

Skills and Experience:

- good organisational skills with a methodical approach
- strong interpersonal skills
- good administration skills
- IT skills with knowledge of MS Word, Excel and database systems
- hands-on experience in an HR role
- ability to prioritise workload
- ability to work under pressure
- excellent attention to detail
- ability to deal diplomatically and discreetly with information which may be confidential
- ability to work well both as part of a team and independently using own initiative and independence, whilst maintaining a clear understanding of the needs of the organisation
- experience of processing DBS checks would be an advantage
- knowledge and understanding of safeguarding and safer recruitment would be desirable

Personal Attributes:

- integrity
- tact and diplomacy
- excellent communication skills, both verbal and written
- ability to deal with a wide range of people in an appropriate manner
- drive and energy
- generosity of spirit – the role is likely to require hard work and a professional attitude to the commitment required in a boarding school

Working hours:

9am to 5pm Monday to Friday with an unpaid one hour lunchbreak. Occasional additional hours may be required as responsibility and workload demand.

Lunch is provided free of charge whilst the kitchen is in operation.

Remuneration

Annual salary is negotiable, dependent on qualifications and experience.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College. However, duties will not be assigned which the post holder cannot reasonably perform or which fall outside the range of his/her normal skills and experience.

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