

<b>Post Title</b>	HR Administrator (0.4263 FTE)
<b>Purpose</b>	To assist the Head of HR and HR Business Partner in providing an efficient Human Resources function at the college by supporting with administrative duties.
<b>Responsible to</b>	The Principal through the Head of HR and HR Business Partner
<b>Liaising with</b>	All college staff, in particular Senior Management Team (SMT), College Management Team (CMT), teachers, Heads of Hall, Tutors, enabling staff and external contacts.
<b>Remuneration</b>	SFCA Support Staff pay spine points 9 - 11 (£25,786 - £27,532 per annum, full-time) (£10,993.49 - £11,737.88 per annum, actual)
<b>Context</b>	
Loreto Sixth Form College is one of the largest providers of A Levels in the country and was graded as Outstanding by OFSTED in January 2023. The HR team consists of the Head of HR, the HR Business Partner, the HR Officer and the Payroll Manager. The team offers a full HR service providing support and advice to members of staff, line managers and senior managers as well as ensuring that policies are implemented, processes are followed accurately, and legislation is adhered to.	

<b>Main Duties and Responsibilities</b>
<p><u>Administration</u></p> <ul style="list-style-type: none"> <li>Supporting the HR and Payroll department with administration duties such as gathering data for reports, monitoring training attendance as well as scanning and filing documents.</li> <li>Updating the college's HR Information System as required (absence, TOIL etc.) to ensure records are accurate and up to date.</li> <li>Distributing new starter and contractual paperwork electronically and ensuring that documents are electronically signed using e-Sign.</li> <li>Monitoring the HR shared email inboxes and responding to or escalating any queries in a timely manner as appropriate.</li> <li>Assisting the department with letters as required, such as flexible working outcome letters and resignation acknowledgements.</li> <li>Maintaining an up-to-date knowledge of college HR policies and procedures to provide advice and guidance to employees where appropriate.</li> <li>Assisting as necessary with the preparation of payroll information.</li> </ul> <p><u>Recruitment and Selection</u></p> <ul style="list-style-type: none"> <li>Collating recruitment paperwork such as recruitment requisitions, job descriptions and person specifications, as well as circulating these documents to the relevant managers.</li> <li>Supporting the department's safer recruitment procedures in line with college policies &amp; Keeping Children Safe in Education.</li> <li>Checking applications prior to interview for gaps in employment or education history and for time spent living abroad.</li> <li>Seeking candidate references, ensuring they are available for the interview panel on the interview day where possible, as well as following up on references where additional information is required to confirm the validity of the reference.</li> <li>Assisting with the creation of staff records and personnel files, ensuring all relevant paperwork is completed.</li> <li>Ensuring that all new staff have completed all mandatory internal and external training as required for their role.</li> </ul> <p><u>Employment Checks</u></p> <ul style="list-style-type: none"> <li>Supporting the department in ensuring the timely completion of appropriate pre-employment and vetting checks, including DBS certificates, for all new staff.</li> <li>Undertaking the renewal application process for DBS certificates for existing staff.</li> </ul>

- Assisting the department in maintaining the Single Central Register to ensure compliance with Keeping Children Safe in Education.

#### Attendance Management

- Maintaining the HR self-service system with regard to annual leave, approved absences and sickness absences, following up on the return of relevant documentation where appropriate.
- Assisting with the production of attendance monitoring reports, reviewing these for staff who have met absence trigger points in accordance with the Attendance Management policy and escalating as required.

#### Performance Management

- Supporting the department with the performance review process as required, ensuring that all annual and mid-year appraisals are completed in the HR information system.

#### **General**

- To be aware of and comply with all College policies and procedures.
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work.
- To understand the College's Safeguarding and Health and Safety policies and to work within its guidelines

#### **Staffing**

- To take part in the College's Appraisal Process and undertake staff development where appropriate.
- To ensure that appropriate arrangements for cover are made when absent.

#### **Quality Assurance**

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of setting of targets within the department and working towards their achievement.

#### **Marketing and Communication**

- To ensure effective communication with students, staff, parents of students and appropriate individuals external to the College.
- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

#### **Other**

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).

## Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Assessment Method
<b>Experience</b>			
Previous experience of working in an administrative role	✓		Application, Interview
Previous experience of working in an HR role		✓	Application, Interview
Previous experience of working in an educational environment		✓	Application, Interview
<b>Skills and knowledge</b>			
IT literate with a sound knowledge of MS Word, Excel and Outlook	✓		Application, Interview
Previous experience of working with Cintra IQ or other similar HR Information System		✓	Application, Interview
Excellent organisational and administrative skills and the ability to prioritise and multitask	✓		Application, Interview
Good communication and interpersonal skills, and experience of communicating with staff at all levels within an organisation	✓		Application, Interview
An understanding the confidential nature of HR work, using discretion and maintaining high professional standards	✓		Interview
Excellent attention to detail and ensuring the accuracy of data	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
<b>Qualifications</b>			
Qualified to CIPD Level 3 or above		✓	Application, Interview
Educated to A Level or equivalent, or substantial relevant experience	✓		Application, Interview
<b>Attitude and impact</b>			
Positive and enthusiastic approach	✓		Application, Interview
Sensitive to the confidential aspects of HR matters	✓		Interview
A dedication to continuous improvement both in working practices and personal development	✓		Application, Interview
Proactive with a high level of initiative, capable of identifying opportunities and improvements independently	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
A willingness to work flexibly in terms of working patterns to meet emergencies and changing circumstances	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
<b>Personal</b>			
Enhanced DBS Clearance*	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>*this will follow an initial offer of employment</i>			