**United Learning – Central Office**

**Job Description**

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| **1. JOB DETAILS** | |  |
| **Job Holder: TBC**  **Job Title: HR Administrator** | **Reports to: HR Business Partner**  **Date: February 2018** | |
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| **2. JOB PURPOSE**    This role will provide comprehensive administrative support to the HR Midlands team and Central Office.  This role is office based in World Wide House, Peterborough. |

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| **3. DIMENSIONS**  To work as part of the HR Midlands Team, providing high quality administrative support and demonstrate a commitment to our Values  To work as part of the wider Central Office People Team, providing high quality support for HR Shared Services team.  An expectation of membership of the CIPD or working towards. |

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| **4. ORGANISATION CHART** |

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| **5.** **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**     |  |  |  | | --- | --- | --- | |  | Essential | **Highly Desirable** | | Education and Qualifications | * Educated to GCSE level or equivalent with a C in English and Maths | * Educated to A level standard or equivalent * Membership of CIPD or working towards | | Skills and Abilities | * Excellent IT skills and a thorough working knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint * Attention to detail * Excellent organisation skills * Highly developed communication skills * Able to work as an effective team player * Proactive nature and ability to work on own initiative. * Ability to work in a confidential manner * Ability to work under pressure, prioritise and meet deadlines | * Personable and friendly nature * Experience of using HR databases | | Experience | * Experience of working in a customer facing/service role * Experience of working within a busy office environment | * Experience of working within the Education sector especially with Academies and Independent Schools | | Training & Development | * A willingness to learn and undertake further training as/when required. |  | |

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| **6. KEY RESULT AREAS**   1. Manage the AskHR mailbox, responding to queries and distributing queries where appropriate. This includes processing password reset requests, completing Safeguarding checks for Schools, responding to general queries, answering any policy queries, payroll queries, and helping potential applicants applying through the companies Applicant Tracking System (ATS). 2. To co-ordinate the recruitment process of Central Office using the Applicant Tracking System. This includes creating vacancies, agreeing advertising and arranging interviews. 3. To process all new starters for Central Office by creating offer letters, contracts, processing pre-employment checks (DBS, references, medicals, Right to Work ID) and arranging induction. 4. Have responsibility for completing the Central Office Safeguarding Compliance on the Single Central Record. 5. To prepare letters for variations to contracts e.g. promotions, salary, hours. 6. To maintain the HR System (Bond) by updating any contract changes, new starters and leavers accordingly and liaise with the Payroll department to ensure accuracy. 7. Process all Central Office leavers, including resignations, end of fixed term contracts and settlement agreements. 8. To administer and maintain the personnel files for Central Office staff. 9. To provide phone cover for the People team. 10. Flexibility and the ability to travel to multi-site locations is essential to meet the needs of the business. 11. Support the HR Advisor and HR Business Partner (Midlands) with any HR casework, for example note taking at meetings. 12. To support, prepare and attend Recruitment Fairs and Events to promote United Learning as an employer of choice. 13. To support the administration of immigration checks for the Group. 14. To undertake any other tasks that are deemed reasonable and assigned by the HR Advisor, HR Business Partner or Head of HR. 15. Hold CIPD qualification or working towards qualification, with evidence of Continued Professional Development. 16. Participate in, and promote the completion of, the annual Staff Survey in Central Office functions and schools. |

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| **7. COMMUNICATIONS AND WORKING RELATIONSHIPS**    **internal**   * Central office managers and Head of Departments * Other central teams – payroll / finance / marketing / technology * School staff and Human Resource Advisors * Wider People team   **external**   * Recruitment agencies |

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| **9. JOB DESCRIPTION AGREEMENT** |  |
| **Job Holder's Signature** | **Date:** |
| **Manager's Signature** | **Date:** |