

**POST TITLE:** Part-Time HR and Recruitment Administrator

**RESPONSIBLE TO:** HR Manager

**RESPONSIBLE FOR:** The main purpose of this role will be to support the HR Manager in the provision of high quality, efficient day-to-day HR service for the School. Providing a timely, confidential and efficient HR administrative service, focusing on the following areas: recruitment processes, HR records data management, HR administration, and employment documentation and compliance. The post holder is expected to work with a high degree of accuracy, confidentiality, and attention to detail.

**DUTIES:**

The post holder will:

- Maintain personnel files in an orderly, secure and confidential manner, ensuring files are kept up to date and in line with data protection requirements. Carry out regular audits and maintenance of personnel files as required.
- Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner and build strong relationships with internal and external stakeholders. Deal with incoming email, post, and other paperwork as required.
- Process information onto the HR database, to include staff details and changes, recruitment and employment checks, staff qualifications, start and leaving information, absence recording, staff training, probation review dates, etc.
- Maintain staff records on the School's Single Central Register (SCR). Ensure that the screening data held on the School's SCR is accurate, robust and up to date.
- Responsible for the efficient running of the teaching recruitment and selection processes by liaising with the relevant departments, advertising media, placing job adverts, responding to candidate queries, producing interview schedules, booking rooms, producing panel packs, checking applicant details on the day of the interview, booking lunch tables, etc. Maintain accurate electronic and paper records of the recruitment and selection process.
- Prepare teaching employment contracts for check and sign off by the HR Manager, using model contract templates. Obtain and check references against information provided on applicants' application forms and obtain information about any gaps in employment.
- For the purposes of compliance with legal, statutory, regulatory, and internal audit requirements, to be responsible for the accurate processing and recording of all



employees screening checks, such as DBS and barred list clearance requests, references, identity checks, right to work in the UK and proof of qualifications, prior to any employee commencing work. Where checks are outstanding to bring these to the attention of the HR Manager as soon as possible.

- Send out induction checklists and probationary review forms to line managers for their new starters. Monitor the return of induction checklists and probation forms and follow up with line managers where these are not completed.
- To maintain the staff database, scanning and recording all information on the HR system, filing, processing of leavers and archiving information as required.
- Be the first point of contact for staff queries about routine employment matters, referring more complex issues to the HR Manager as appropriate.
- Support the HR Manager with employee relations cases when required including general administration and being present at informal and formal meetings to take minutes
- Ensure that all leavers' documentation is completed, School property is returned and that relevant personnel are informed (for example IT, School Office, Facilities, and Payroll).
- Carry out general HR duties, such as producing standard and ad hoc letters and documents, take minutes of meetings where required, general filing, archiving and shredding, updating the HR intranet pages when required.
- To work in collaboration with the full-time HR and Recruitment Administrator on any HR and Recruitment matters as may be required.
- To assume some of the responsibilities of the full-time HR and Recruitment Administrator in their absence. The full-time and part-time HR and Recruitment Administrators are not permitted to take annual leave at the same time.
- Carry out any other reasonable duties, as may be determined by the HR Manager.
- Be committed to the continuous improvement and review of current practices and procedures; making suggestions for revision where the need for change is indicated.
- Maintain up to date awareness of current employment law and best practice issues.
- This job description is subject to annual review by the HR Manager, in liaison with the post holder to ensure that it is kept up to date and relevant. Any changes in substance or interpretation will be implemented after consultation with the post holder.

## **SAFEGUARDING**

- To adhere to School policy on safeguarding and updating training as required.
- To ensure the safeguarding and well-being of children and young people at the School in accordance with School policies.

## THE LADY ELEANOR HOLLES SCHOOL

### PERSON SPECIFICATION

	Essential	Desirable	Assessment (Application Form/ Interview/Reference)
<b>Qualifications/Training</b>			
GCSE Math's and English or equivalent	✓		AF
Educated to 'A' level or equivalent	✓		AF
Certificate in HR Practice (or can demonstrate equivalent HR knowledge base gained via work experience )	✓		AF / I / R
A CIPD qualification		✓	AF
<b>Personal skills, attributes, and knowledge</b>			
Accuracy, reliability and a commitment to maintaining high professional standards	✓		AF / I / R
Previous experience and understanding of recruitment and selection administration and other generalist HR processes	✓		AF / I / R
Able to work effectively on own initiative and within limits of own professional boundaries and knowledge	✓		AF/I R
A good understanding of the principles of Safer Recruitment and Equality and Diversity as relevant to the needs of the post	✓		AF / I / R
Experienced in prioritising varied and conflicting work demands and able to work under pressure	✓		AF / I / R
Excellent written and oral communication skills	✓		AF / I / R
Has a high degree of numeracy and the ability to perform calculations effectively	✓		I / R
Approachable and confident in dealing with a wide variety of people	✓		I / R
Very competent in the use of Microsoft Office products such as Word, Excel, and Outlook	✓		AF/I
Sophisticated knowledge of Microsoft Excel in order to produce reports	✓		I
Experience of using an HR database	✓		AF/I
Is discreet and respects the confidentiality Is diplomatic, patient and non-judgmental	✓		AF/I/R

## **TERMS AND CONDITIONS**

### **Appointment**

This is a part-time, permanent position. The working hours will be 20 hours per week, Monday - Friday (am).

### **Notice Period**

During the probationary period, the period of notice will be one week on either party.

After the successful probation period, the notice period will be two months on either side.

### **Probation Period**

The probation period is six months.

### **Salary**

Actual salary of £15,587 (0.54) pro-rata, based on FTE salary of £28,864 per annum.

### **Holiday Entitlement**

The holiday entitlement is 20 paid working days per year plus the 8 bank holidays. Part-time employees receive this entitlement pro-rata. Holidays should normally be taken outside of term time.

### **Pension**

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

### **Other Benefits**

- Teachers' Pension Scheme for teaching staff and membership of LEH Group Pension Scheme (with life assurance) for non-teaching staff
- Free lunches, tea and coffee
- Generous occupational sick pay scheme
- 'Care First' Employee Assistance Programme
- Occupational Health Service
- Learning and development opportunities, including financial support for postgraduate study
- Cycle to work scheme
- Free car parking on site
- Library facilities open to all
- Use of 25-metre swimming pool at specified times
- Use of School sports facilities when available.
- Staff receive free or reduced-price tickets to attend the excellent school drama and music productions
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton School for boys
- The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff who are at the start of their careers or relocate to the area in order to take up the post

### Statutory Checks

An offer of employment is conditional on the following:

- The sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)
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### Safeguarding Commitment

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

An application pack is available from the school's website [here](#).

Applications must be made on the school's own form and should be sent to [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk).

**The closing date is noon on Monday, 16<sup>th</sup> September 2019**

**Interviews to be held w/c: Monday, 23<sup>rd</sup> September 2019.**

**CVs will not be considered and should not be submitted.**

The Lady Eleanor Holles School

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Tel: 020 8979 1601

[personnel@lehs.org.uk](mailto:personnel@lehs.org.uk)

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