

## HR and Recruitment Administrator

### Job Description & Person Specification

<b>Contract Type:</b>	<b>Permanent. Term Time Only.</b>
<b>Hours:</b>	<b>37 hours per week / 40 weeks</b>
<b>Salary:</b>	<b>Pay Scale Range 2, £23,893 – 25,979 FTE</b>  <b>Term time working 37 hours and 40 weeks to include 1 week at the end of August, actual is between £21,033.54 – 22,869.89</b>
<b>DBS Disclosure Level:</b>	<b>Enhanced</b>
<b>Reports To:</b>	<b>Assistant HR Manager</b>
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>To provide HR administrative and recruitment support for the delivery of a high-quality professional HR service across the organisation, including administering central HR operational processes.</li> <li>To undertake a range of activities as directed by the HR Manager and Assistant HR Manager in supporting the delivery of HR services, employee onboarding and offboarding, record maintenance and other HR related activities.</li> <li>This is a new role where the post holder will be assisting with recruitment, onboarding and training whilst ensuring compliance with safer recruitment and employment legislation.</li> <li>The HR and Recruitment Administrator will work collaboratively with the HR Manager and Assistant HR Manager to support the implementation and set up of a new HR software system, ensuring all data is migrated accurately and within specified deadlines.</li> <li>The HR and Recruitment Administrator will provide efficient and effective administrative support to the Dorset Centre of Excellence' Human Resources Department in the delivery of a professional service to its stakeholders, including Coombe House School and other areas of the Company as it expands.</li> </ul>
<b>Key Responsibilities:</b>	<b>Recruitment Lifecycle</b> <ul style="list-style-type: none"> <li>Support the Assistant HR Manager to ensure all appropriate documentation and arrangements are in place for shortlisting and interviewing potential candidates, including schedules, interview questions, interview packs for each interviewer, assessments and arranging internal staff involvement. Where required, obtaining references in advance for review by the panel chairperson.</li> <li>Facilitate interview arrangements e.g., booking rooms, arranging panel members and IT equipment.</li> <li>Ensure interview days run smoothly, including ID and qualification checks.</li> <li>Create, maintain, and update individual electronic personnel files for all staff. Filing personnel and recruitment records electronically, using scanning technology in line with the department's protocols.</li> <li>Support the Assistant HR Manager in regularly liaison with successful applicants up to their start date as part of their on-boarding process.</li> <li>Support the Assistant HR Manager with the new starter process ensuring all aspects of safer recruitment are robust and complete ahead of their start date.</li> </ul>

- Ensure all recruitment and HR documentation is appropriately recorded and filed and kept in line with the organisation's records retention procedure.
- To help co-ordinate new staff inductions, including preparing core packs and arranging IT equipment, staff badges and liaising with all staff who support the induction process ahead of the start date to ensure a planned transition period.
- At the start of each term to help run new staff induction days including hospitality and logistics.
- To support recruitment open days/evenings in line with the department's workforce planner, including initial scoping through to helping the event run smoothly, and any follow up.
- Support the Assistant HR Manager with the leaver process.
- Help maintain the department's applicant tracking system ensuring that candidates are monitored and communicated with as appropriate.

#### **HR / People Database and Applicant Tracking Software**

- Data input and migration for a new HR platform that is currently being implemented to improve workflow automation and recruitment and HR processes.
- Under the direction of the HR Manager and Assistant HR Manager to support the implementation project including establishing all workflows, documents, and templates, and transferring historical data to ensure continuity of reporting of accurate data.
- Help to system test, make changes, and ensure all staff data for the new HR System is accurate ahead of its launch in September.
- Help maintain HR files and records and improve the use of the HR database, including accuracy of information held.
- HR system administration which includes activities such as setting up new users and
- Under the direction of the HR Manager and Assistant HR Manager to create reports within our HR System for the department and line managers.
- Responding to staff queries relating to the HR system and user access.
- To assist the Assistant HR Manager with recording absences and leave types on individual electronic records, and chasing outstanding documents.
- Any ad hoc research and project work relating to the HR software platform.

#### **Compliance Checks**

- Work with the HR Manager and Assistant HR Manager to ensure the School's Single Central Register (SCR) is regularly kept up to date and that it records all required checks in line with ISI regulatory compliance for all staff, Board Directors, and third-party suppliers.
- To ensure the accurate and timely submission of enhanced DBS checks, prohibition and section 128 checks, obtaining and validating employment references and overseas criminal records checks being are sought in line with the recruitment policy.
- To administer the 3-year rolling DBS updates for all relevant staff.
- In liaison with, and to support, the Assistant HR Manager to ensure that records are maintained regarding the completion of all mandatory training including Child Protection, the Prevent Duty, Fire Safety, Online Safety and Data Protection.

- To support the Assistant HR Manager with arrangements for attendance at or completion of training, including renewals, in a timely manner.
- Ensure all employees whose role requires specific qualification, registration, licensing or insurance are up to date and compliant e.g., DSL, First Aiders among others.
- In liaison with the Quality Assurance Officer and Assistant HR Manager to facilitate arrangements for any new staff requiring 'Safer Recruitment' training and ensure refresher courses are completed by existing relevant staff in line with the agreed cycle.
- With the support of the Quality Assurance Officer and Assistant HR Manager, when regulatory guidance is updated, for eg KCSIE ensure all relevant staff have read and understood the updates, and evidence appropriately.
- Taking responsibility for the approved driver data, ensuring that all appropriate checks are in place for any staff that use the company car, and for transporting pupils.
- Ensure that all appropriate checks are in place for external contractors (including those linked to commercial enterprises and all catering staff), and that related compliance documents are kept up to date.

#### **General HR administration**

- To help manage the Human Resources generic email account and respond appropriately to all requests.
- Support the Schools' INSET programs (usually 3 times a year) in liaison with all contributors.
- As part of the HR team to help with arrangements for setting up training, meetings, and any HR-related events (for example a recruitment open day/evening) in relation to the space, registers and resources.
- Administration of the online training portal/s, adding and removing users and assigning courses and recording training undertaken.
- Contribute to the continuous improvement, review and development of the HR departments' processes and systems.
- Respond to general queries from staff, signposting them to the appropriate policies and procedures or directing them to the Assistant HR Manager or the HR Manager.

#### **General**

- Work with the HR Manager and Assistant HR Manager to create a HR procedural manual in relation to all recruitment processes and compliance checks, ensuring it is regularly updated with any changes.
- Work with the Assistant HR Manager to ensure organisation charts are up to date with staff and structural changes.
- Support regular audits of personnel files to ensure continuing compliance with GDPR, Data Protection Regulations and Independent Special Schools.
- Ordering departmental resources and in liaison with the Receptionist /Administrator ensuring that the central source for milk, tea, coffee, and sugar for all staff is regularly replenished.
- Provide general administrative support to the HR team, such as scheduling meetings, managing calendars, preparing documents and presentations, and other ad hoc tasks as needed.

	<ul style="list-style-type: none"><li>• Actively participate in learning and development to keep knowledge up to date and to develop and learn new skills.</li><li>• There may be occasions that you are required to cover on the main reception area which will involve receiving telephone calls, dealing with enquiries, taking messages, greeting visitors, and ensuring messages are passed to staff in a timely manner.</li><li>• You will be a key member of the shared services team responsible for ensuring there is efficient, effective organisation and administration of company business processes, procedures, and policies.</li><li>• Undertake any other duties commensurate with the post, as required to ensure the efficient and effective running of the school and company.</li><li>• Perform all duties in a professional and confidential manner and in accordance with the employment manual, company policies and procedures.</li></ul>
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## PERSON SPECIFICATION

### HR and Recruitment Administrator

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. Good level of general education with GCSE grade C equivalent or above in English and Maths	E
	2. Certificate in HR / People Practice (Level 3) or equivalent work experience as a Recruitment or HR Administrator.	D
	3. Proven experience of working in a fast-paced office environment.	E
	4. Experience of delivering excellent customer service with an understanding of internal and external customers.	E
	5. Evidence of continuous professional development.	D
	6. A good understanding of employment legislation relating to recruitment.	E
	7. Experience of successfully supporting regular recruitment campaigns.	D
Skills & Knowledge	8. Excellent IT skills, particularly MS Office and professional use of SharePoint.	E
	9. Knowledge and understanding of KCSiE and Safer Recruitment guidance.	D
	10. Focused on results, demonstrating an ongoing commitment and resilience.	E
	11. Ability to take the initiative and work under pressure.	E
	12. Evidence of prioritising, planning, and organising own workload to meet short, medium and long-term deadlines.	E
	13. Excellent communication skills, verbal and written - to provide information and guidance to a wide range of staff and applicants.	E
	14. High levels of accuracy and attention to detail.	E
	15. An ability to work as part of a team.	E
	16. The ability to sustain effective professional working relationships and understanding boundaries and confidentiality.	E
	17. An awareness of good data management practice and Data Protection requirements.	E
Personal Attributes	18. A 'people' person who can work collaboratively with others to achieve objectives.	E
	19. Confident operating in a changing environment.	E
	20. The highest levels of integrity, discretion, and sensitivity.	E
	21. Promoting the ethos and values of the Company to all stakeholders.	E
	22. Commitment to safeguarding and equality, and mutual respect.	E
	23. Pro-active, enthusiastic, and positive with a flexible approach and a positive customer focus.	E
	24. The ability to 'engage with the big picture' and understand that the work you do contributes to the vision and aims of the Company.	E
	25. Willing and able to undertake further training on HR best practice and to apply this to the HR role.	E