

## **Human Resources Administrator**

### **Job Description**

#### **General Purpose of Job:**

The Human Resources Administrator will act as the first point of contact and provide general HR administration support, as required by Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT), and working across sites as necessary.

#### **Functional Links**

The Human Resources Administrator will liaise with the Human Resources Team, Payroll, MIS, Finance and Occupational Health as well as College/School/ Academy and affiliate staff, students, Directors, Governors, parents, carers, professionals, volunteers, the public and visitors on a regular basis and will be required to maintain the high standards of the College and OHCAT.

#### **Reporting Relationships**

Working as part of the HR Operations team with the HR Operations Advisors and the HR Apprentice, the Human Resources Administrator will report to the HR Operations Manager and will liaise with managers, staff and students.

To assist with the induction of staff within the HR Department and for the induction of School Business Managers, including onsite visits as requested.

#### **Duties and Responsibilities:**

To provide generalist HR support to Orchard Hill College, Academy Schools within the Orchard Hill College Academy Trust (OHCAT), supporting all areas flexibly as required. Areas of support to include:

#### **Clearances**

Ensure all pre-employment checks are completed prior to commencement of employment in accordance with the OHC&AT Safer Recruitment Policy with regard to references, DBS, Right to work, Qualifications, Medical checks and overseas police checks, etc.

To check all pre-employment documentation associated with the Disclosure and Barring Service (DBS) and raise any concerns with appropriate senior management.

To ensure all Right to Work compliance checks have been completed prior to commencement of employment.

To note when a visa application is required and forward this to the appropriate HR team member for processing.

To liaise with the Occupational Health Service to ensure all new starters have undertaken pre-employment medical assessment and been declared medically fit to commence employment.

Liaise with School Business Managers / Principals / HR Business Partners to ensure any anomalies in the pre-employment check process are highlighted and managed appropriately.

Liaise with recruitment agencies to ensure they comply with the above checks for all temporary workers.

### **Payroll**

Contribute to identifying payroll and Staff Notification Form (SNF) errors and implementing corrective action where required to ensure the appropriate authorisation has been obtained, employee payments are processed accurately and database integrity is maintained.

To complete payroll data inputting on a monthly basis, ensuring documents are correctly authorised and processed and that any queries are raised.

To liaise with and inform the payroll team/Schools/College centers as necessary about changes to payroll and ensure accurate records are updated on electronic systems

Advising employees and managers on pay issues in conjunction with the payroll department.

To check timesheet claims for accuracy and compliance with policies and regulations. Calculate any additional payments/allowances as appropriate. Ensure payroll instructions are processed within given deadlines.

To process the annual pay review ensuring information is accurately recorded on SelectHR in a timely manner. This includes auditing input from the Schools/College centres and resolving any anomalies and queries.

### **Recruitment**

Liaise with the finance team to ensure that any recruitment requests have budgetary approval prior to commencing any recruitment activity

Ensuring the salary and terms offered are correct. Place adverts on the relevant job boards. Ensure authorisation has been obtained to go outside of standard processes.

To provide template documentation and advice to School Business Managers in relation to their own recruitment campaigns.

To undertake the administrative duties associated with recruitment, including draft adverts, interview invite letters, references, and conditional offers through to post offer employment documentation and filing.

Liaise with recruitment agencies to ensure the smooth transition from agency worker to employee.

### **HR Administration**

To work accurately and efficiently both as part of a team or unsupervised, prioritising own work and meeting deadlines for Payroll and Recruitment.

As directed, to contribute to the monitoring and management HRSupport Inbox and Jobs Inbox on a regular basis, and to provide first line support to ensure staff queries are dealt with professionally, accurately and in a timely manner. To forward more complex enquiries to the HR Operations Advisor

Assist with note taking and document preparation for Disciplinary, Grievance and other HR investigations, hearings and meetings.

Preparation of standard letters offers, leavers, flexi working, payroll queries

Preparation of employment contracts, changes to employment terms and conditions letters. Ensure they are accurate and issued in a timely manner.

Maintain accurate and up-to-date HR spreadsheets such as Payroll, recruitment, clearance checks, DBS renewals, etc.

To assist in maintaining Single Central Records for all establishments and undertaking training to enable safer recruitment of staff. This includes compliance checks for agency staff across OHC&AT.

To support the implementation of policies and procedures governing terms and conditions, including calculating annual leave entitlements, maternity, absence for staff etc., ensuring that consistency is maintained across the College/School/Academy and affiliates.

## **HR System**

Ensure accurate and timely inputting of data onto the HR system, including new starters, leavers, amenders, maternity, paternity, absence and annual leave, etc.

Supporting the production of standard management reports to assist managers in decision making

To maintain accurate records using ICT systems as required, working with the Management Information Services team as necessary

## **General duties**

Provide and promote HR service excellence and foster effective teamwork and business relationships.

To communicate sensitively with a wide range of people, including colleagues, students (who may communicate through challenging behaviour), external contacts and the public.

To maintain information in a confidential manner, following data protection regulations and ensuring the HR operational team and personnel files and recruitment records are GDPR compliant.

To maintain and apply an up to date knowledge of terms and conditions of employment for Lecturers, School Teachers, Managers, Single Status staff and others as required

Supporting all aspects of Child Protection and Safeguarding of Vulnerable Adults;

Promoting the Equality and Diversity policy in all areas of work;

Supporting Health, Safety and Wellbeing within the workplace.

To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.

To carry out all duties in accordance with College, OHCAT and affiliate policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.

To carry out other such similar duties that may be reasonably required by Director of HR, Head of HR, HR Operations Manager, and HR Business Partners.

## **Human Resources Administrator**

### **Person Specification**

#### **Qualifications/Experience**

1. Successful experience of working within Human Resources or an office environment providing customer services.
2. Awareness of issues relating to people with learning difficulties and willingness to work alongside students who may communicate through challenging behaviour.
3. Experience of maintaining both manual and computerised records.
4. To possess or be willing to work towards CIPD level 3 qualification, or equivalent

#### **Abilities, Skills & Knowledge**

5. Excellent organisational skills, in order to manage work to meet conflicting deadlines.
6. Highly numerate to ensure accuracy of payroll calculations, calculating holiday, maternity, term time only working, for example.
7. Excellent communicator, in order to respond to queries over the phone, in person and in writing. Proven ability as a written communicator.
8. Excellent ICT skills, including the use of Word and Excel to generate reports, presentations, correspondence and statistical information.
9. Ability to use a human resource information system (database).
10. Knowledge of employment law and current good practice in HR. (desirable, this may be gained after employment)
11. Knowledge of either Local Government or School/Academy conditions of employment (desirable, this may be gained after employment).
12. Knowledge of good practice relating to Child Protection and Safeguarding of Vulnerable Adults, including Safer Recruitment (desirable, this may be gained after employment).
13. Commitment to the promotion of Equality and Diversity.

**General requirements**

14. Willingness to travel to other sites across all OHC&AT locations on an ad-hoc basis.