

WARWICK INDEPENDENT SCHOOLS FOUNDATION



Warwick
Preparatory
School



King's
High
WARWICK



Warwick
School

JOB DESCRIPTION

Post Title	HR Administrator (Recruitment)
Grade/Working Pattern	Points 12 - 15
Location	Based with the HR Office at Warwick Preparatory School but role will work across all three schools within the Foundation
Date:	To be agreed
Purpose of this Job Description: The Foundation considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.	

Reporting Lines:	Reporting to HR Advisor No direct reports The job holder will be managed by the HR Advisor and will have some level of discretion with regards to prioritising workload against project targets The job holder will work closely with the HR Co-ordinator to complete daily tasks
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Key accountabilities:

1. To support the HR Co-ordinator with recruitment and HR administration
2. Provide secretarial support to Head of HR and HR Advisor as required
3. To assist in accurately updating all HR systems

Responsibilities:

1. To manage all recruitment administration supporting the end to end recruitment process including;
 - a. Accurately checking and processing all applications;
 - b. Uploading applications to platform for shortlisting panel to access (e.g. SharePoint)
 - c. Dealing with recruitment enquiries, escalating when required
 - d. Maintaining and updating application log and shortlisting grids Liaising with candidates to invite them to interview;
 - e. Supporting the interview day with photocopying and escorting candidates when required
 - f. Requesting, chasing and verifying references
 - g. Carrying out pre-employment checks in line with ISI and safeguarding regulations
 - h. Creating and completing recruitment files, in line with ISI and safeguarding regulations
2. Assist the HR Co-ordinator to ensure that the pre-advertising administration is updated and prepared (e.g. Job description and adverts)
3. Manage the recruitment administration for Community Activities (e.g. Holiday Action staffing) starters; liaising with the Director of Community Activities and assuring compliance with Safeguarding and ISI regulations with pre-employment checks.

4. Assist in the leavers' process by carrying out associated administrative tasks including archiving of leaver files.
5. Assist the HR Advisor in preparing sickness reports through required administrative tasks.
6. Help maintain and update the Single Central Record and other internal monitoring records.
7. Manage all queries to the department, including emails, phone calls and face to face, in conjunction with the HR Co-ordinator, responding to queries and escalating them to other members of the HR team where necessary
8. Assist in producing documents and reports as requested, including staff and recruitment related statistics
9. Complete HR filing on a weekly basis including paper filing, scanning to SharePoint, Shared Drive, and PASS
10. Carry out office administrative tasks including photocopying, handling post, ordering stationary etc.
11. Take initiative to improve internal administrative systems where necessary, working with the HR team
12. Ensure all HR and recruitment related administration is completed in a timely manner
13. From time to time undertake HR projects following a project brief, reporting regularly on progress and meeting project targets
14. Ensure all work takes account of statutory responsibilities to keep children safe, accuracy of the single central record and compliance with ISI requirements
15. Maintain high levels of confidentiality
16. Maintain high levels of professionalism whilst working under pressure
17. Ensure systems are updated accurately and promptly to ensure all records held are compliant with relevant legislation and regulations. Keep up-to-date with changes to procedures within the department.
18. Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The postholder must not have any spent or unspent convictions that would prevent working with children.

Health and Safety:

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

Particular H&S issues for this post are:

1. sitting for prolonged periods
2. using standard VDU and office equipment

Person Specification		
	Essential Criteria	Desirable Criteria
Qualification	Good standard of Spoken and written English with GCSE grade C and above in English Language and Maths (or equivalent)	Completed a broad education to A Level (or equivalent) Part CIPD qualified (Level 3) or working towards
Experience/ Knowledge	Previous experience in a busy administrative role Strong administrative and organisational skills Experience of using computerised systems within a working environment, to assist in managing high volume processes Demonstrates high levels of time management and prioritisation skills using own initiative to manage a workload with at times conflicting priorities as well as tracking progress on a wide range of tasks	Demonstrable knowledge of current (and proposed) HR legislation and the implementation of best practice techniques Experience of working within an education environment Knowledge of Safeguarding and Child Protection of Young People
Skills/Abilities	Excellent IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel and Outlook Aptitude for repetitive tasks with high degree of attention to detail Motivated by high standards of customer service, with an approachable and supportive manner Excellent communication skills, both written and verbal, with a professional telephone manner and ability to effectively present written information (e.g. adverts)	Demonstrable ability to develop and translate HR policies and procedures and legislation into practical solutions that will work within a School setting Shows wider interest in the HR profession and Education Hold a recognised IT qualification such as Computer Literacy and Information Technology (CLAIT) or European Computer Driving Licence (ECDL) or equivalent
Aptitude	Demonstrates being articulate, presentable, co-operative and reliable with a "can do" attitude Demonstrates a positive attitude and understanding of working within an environment that has numerous interruptions; changing workload demands; organisational challenges and still be able to meet deadlines, produce accurate work	

	and maintain a high level of professionalism with our customers	
Safeguarding Children, Young People and Vulnerable Adults	Understands their role in the context of safeguarding children, young people and vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Declaration I have received a copy of this job description and undertake to carry out the duties as described. Employee Signature Date Print name
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