

job description

HR admin assistant



▲ reports to	Human Resources Manager
▲ hours	Permanent, term time only, full time position. 35 hours per week. Monday - Friday 8.30-4.30
▲ salary	Sixth Form Colleges National Pay Spine Point 20: £18,000 FTE pro rata to £15,390
▲ purpose	To support the Human Resources Manager in providing a comprehensive and first class HR service for the College.
▲ start date	As soon as possible

about the role.

We are looking to employ an Administrative Assistant with excellent clerical and communication skills to work in the Human Resources department. A background of working in Human Resources is desirable but not essential as full training will be provided. As an Administrative Assistant, you will be expected to have excellent organizational and time management skills. You must be reliable and be able to follow instructions with the ability to multitask in a fast-paced environment.

specific duties.

- Maintaining appropriate personnel records of employees in compliance with internal and external regulations.
- Assisting with the recruitment process by processing candidate applications, performing reference checks, facilitating candidate selection days and issuing employment contracts and appointment documentation.
- Uploading vacancies on to College website and jobsites as appropriate.
- Maintaining calendars of the HR team and off site appointments.
- Scheduling meetings, interviews, HR events and minute taking where necessary.
- Completing termination and contract variation paperwork.
- Maintaining appropriate staff records relating to payroll including ensuring accurate overtime records and self-certification forms for sickness are submitted and resolving enquiries from payroll provider.
- Supporting the implementation of the Absence Management Policy and maintenance of staff absence records including annual leave, TOIL and off-site absence.
- Supporting the HR Manager in the appropriate implementation of HR policies and procedures.
- Providing administrative support in terms of preparing monthly payroll data for third party payroll provider in line with Payroll Procedures and agreed deadlines.
- Providing administrative support in terms of staff pension arrangements and acting as liaison with pension providers, ensuring all documentation and requirements receive an appropriate, accurate and punctual response.
- To undertake any other duties, as required.
- Undertake ad hoc projects as and when required.

about the College.

This is an exciting opportunity to join a highly successful and innovative sixth form college. The College was awarded the UK Sixth Form College of the Year by the TES in 2018 and this followed being graded outstanding in all areas by OFSTED in December 2016. All staff play a vital role in the experience that students have with us and ultimately their success.

The College currently has a 16 to 19-year-old student population of 1400 and is oversubscribed. Consequently, the College is embarking on an expansion project for 2019/2020 as student applications continue to increase year on year.

The College is committed to its core values of **Positivity**, **Ambition**, **Resilience** and **Thoughtfulness**, and these values shape everything we do. Our ethos is centred on the scientific evidence that tells us that everyone can achieve success through purposeful hard work as opposed to the talent myth, and as such, the College is in itself an engine for social mobility.

person specification.

Knowledge / Skills / Abilities	essential	desirable
Effective administration and good communication skills	✓	
Excellent written and verbal communication skills	✓	
Works well under pressure and meets tight deadlines	✓	
Computer literate with capability in email, MS Office and related business and communication tools	✓	
Fantastic organizational and time management skills	✓	
Strong decision-making and problem-solving skills	✓	
Meticulous attention to detail	✓	
Ability to accurately follow instructions	✓	
Must be organized, accurate, thorough and able to monitor work for quality	✓	
Confident individual with a proactive attitude	✓	
Ability to deal with confidential matters with discretion	✓	
Experience	essential	desirable
Previous experience as an HR Assistant		✓
Previous experience in an educational environment		✓
Exposure to payroll practices		✓
Human Resources related qualifications		✓
To demonstrate a commitment to	essential	desirable
The Colleges values of Positivity, Ambition, Resilience and Thoughtfulness	✓	
Personal development and training	✓	
Safeguarding and promoting the welfare of students	✓	
Equality and diversity	✓	

how to apply.

If you are ambitious and determined to make a meaningful difference in one of the country's leading sixth form colleges then we would be thrilled to have you join our team.

1. Complete the Application Form for Support Staff

Please email these to: hrdept@bsfc.ac.uk

closing date: 12 Noon, Thursday 2nd April 2020

