



Human Resources Admin Assistant

Job Ref:	HRADN17
Closing Date:	12 Noon, on Wednesday 15 November 2017
Department:	HR/Payroll Department
Salary/Grade:	Band 4, Point 20, £17,443 (£7,267.91 payable) to Point 22, £18,311 (£7,629.58 payable) per annum
Contract:	Established
Hours of Work:	Part Time 15 Hours per Week, All Year Round (8:00 to 11:00, Monday to Friday*) <i>* Flexibility to work additional hours as and when required is desirable</i>
Reporting to:	HR Office Manager
Responsible to:	Assistant Principal (Staffing/HR) / Vice Principal (Academic)
Start Date:	Thank you for your interest in the above post, which is to be taken up as soon as possible
DBS:	Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

HR DEPARTMENT

The HR/Payroll Department currently consists of:

1 Full Time HR Office Manager and 1 Part Time HR and Payroll Assistant. Both members of staff are very experienced and work closely with the Assistant Principal for Staffing/HR, and Vice Principal (Academic).

There are opportunities for individual development and there is always an open door policy where ideas can be discussed and procedures reviewed.

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HUMAN RESOURCES ADMIN ASSISTANT

Department:	Human Resources / Payroll
Reporting to:	HR Office Manager
Responsible to:	Assistant Principal (Staffing/HR) / Vice Principal (Academic)

JOB DESCRIPTION

THE ROLE

The person appointed would be expected to:

- Make a positive contribution to HR / Payroll Department
- To provide an efficient and effective clerical and administrative support to the Human Resources / Payroll Team.

All staff must make a positive contribution to:

- the Catholic ethos of the College
- the College Equality and Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

Responsibility, in conjunction with the Principal, for duties commensurate with the following:

KEY TASKS AND RESPONSIBILITIES

Within this role you are required to carry out a range of personnel activities, working to clearly defined guidelines, ensuring accuracy, and meeting pre-determined deadlines. Responsibility in consultation with the HR Office Manager, for duties commensurate with the following:

CINTRA iQ – HR & PAYROLL SYSTEM

- Data Input - New Staff

RECRUITMENT & SELECTION

To assist in the administration of the recruitment and selection process by:

- Prepare adverts as instructed.
- Amend job description / person specification, as instructed
- Update CINTRA iQ database;
- Requesting references;
- Arrange interview programme and issue interview packs
- Arrange hospitality
- Setting up of interview room – ensuring all documentation is in place, prepare and issue appointments letter/contracts etc
- Inform Payroll of start date etc for new candidates;
- Undertake a check of qualification;
- Undertake a check on criminal backgrounds of candidates (DBS);
- Obtain pre-employment medical clearance;
- Liaise with both successful candidate and superannuation funds regarding entrance to pension scheme.

TERMINATIONS/RESIGNATIONS

- Acknowledge resignation – employee.

SICKNESS MONITORING

- Keeping daily sickness record of all staff (Attendance monitoring)
- Maintain absence database on CINTRA IQ system
- Prepare Return to Work documentation (when appropriate)

GENERAL

- Update and maintain accurate staff records using CINTRA IQ/Self Service system.
- Electronic organisation of personal files. ***“Scanning in” of all HR / Personnel documentation***.
- Update CINTRA IQ in terms of holiday entitlement and lieu time.
- Job descriptions: updating and keeping up-to-date.
- Prepare other routine correspondence, as required.
- Assist the Staff Development Co-ordinator with the administration of Professional Development as requested.
- Preparation of and monitoring the return of Probationary Review documentation for new staff / new appointments.
- Each member of the college will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

PROFESSIONAL DEVELOPMENT

- To take part in staff training, as appropriate
- To work as part of a team, and to ensure effective working relationships

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OTHER

- To attend meetings in accordance with the colleges meeting schedule
- To assist at one/two of the colleges Open Evenings / Consultation Evenings
- To contribute towards self-assessment and development and planning in respect of the HR Department

PERSON SPECIFICATION		Human Resources Admin Assistant	
All staff must make a positive contribution to:			
<ul style="list-style-type: none">the Catholic ethos of the College;the College Equality & Diversity Department;the pursuit of excellence and the highest standards of quality in all aspects of College life;their own professional development, in accordance with the needs of the College.			
	Essential	Desirable	How identified
Relevant experience	<ul style="list-style-type: none">➤ Previous administrative/clerical experience (minimum 2 years)➤ Experience of using computerised databases	<ul style="list-style-type: none">➤ Experience of working in an HR Department	<ul style="list-style-type: none">➤ Application form➤ CV➤ Interview➤ References
Qualifications / Education and training	<ul style="list-style-type: none">➤ Have a good standard of general education, including IT related qualifications➤ GCSE English & Mathematics (or equivalent)		<ul style="list-style-type: none">➤ Application form➤ CV➤ References
Knowledge and skills	<ul style="list-style-type: none">➤ Have excellent IT skills – use of Microsoft Office, for Word, Excel➤ Excellent organisational and time management skills➤ Ability to communicate well in both written and verbal forms➤ Be willing to undertake appropriate staff Development		<ul style="list-style-type: none">➤ Application form➤ CV➤ Interview➤ References
Personal qualities	<ul style="list-style-type: none">➤ Excellent Communication Skills➤ Self-motivated➤ Enthusiastic➤ Be willing to contribute to new ideas➤ Enjoy working as part of a team➤ Have the ability to work to tight deadlines under pressure➤ Commitment to the ethos and mission of the college➤ Good record of attendance and punctuality	<ul style="list-style-type: none">➤ Flexible approach to working hours	<ul style="list-style-type: none">➤ Interview➤ References

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