



Reports to **DIRECTOR OF HUMAN RESOURCES**

- To provide a complete, accurate, efficient and timely secretarial and administrative service in the HR department.
- Provide first class support to the busy Human Resource function, including understanding strict deadlines to be in compliance with employment law and safeguarding requirements.
- Monitoring processes associated with probation periods, fixed term contracts, references, DBS' and other key data. Ensuring the Director of HR and the HR Officer are informed of any delays.
- Working with the Admissions and Accommodation Assistant, ensure the effective and smooth running of the Host Families for International Student – ensuring all safeguarding checks have taken place before a student is placed.
- To be proactive in dealing with enquiries from employees and the general public on routine Human Resource matters, referring to the Director of Human Resources and the Human Resources Officer when required.
- Assist in informing new and existing employees of Human Resource policies and procedures as needed.
- Assisting with the organisation of Trade Union and other HR meetings, including producing agenda's as requested.
- Performing general office support functions including taking minutes of Human Resource meetings and ensuring the minutes are accurate and provided within 2 days of the meeting taking place.
- Manage own workload, setting priorities and producing appropriate and accurate reports and correspondence in a timely manner, including keeping the recruitment Equal Opportunities reports up to date.

- Photocopying, filing and shredding of documents as required.
- Maintaining stationary supplies, HR and Payroll forms, HR documents and templates.
- Accountable for the efficient and effective filing of all HR documents. Making regular audits and archiving of the HR files, performing filing on a weekly basis ensuring paperwork is in date order with most recent date first.
- Maintaining and updating records on the Single Central Record and HR database on a daily basis – alerting the Director of HR immediately of any gaps.
- Monitor the daily absence of staff and informing managers and reception as required of absentees before the start of teaching each morning.
- Arranging supply cover for staff who are absent by liaising with agencies as requested by the Director of HR.
- Organising the Cover Supervisors each morning and ensuring sick and other absences are effectively covered.
- Maintaining the absence records on a daily basis and chasing any outstanding returns on a weekly basis. Accurately entering absences onto the HR system and payroll system.
- Maintaining the bookings of holiday and TOIL, ensuring appropriate authorisation has been followed.
- Support the Director of HR and the HR Officer with the College payroll and pension schemes as required.
- Assist the PA to the Principal in the coordination of the cards and presents for special events such as staff leaving College.
- Assist in the organisation and preparation of end of term events.
- To be present during enrolment time to assist College management during the re-interview and enrolment of students.
- Participating fully in appropriate professional development and HR training to meet the needs of the HR team and the College.
- Support the Director of Services Supporting Learning with staff development requirements across the College.
- To book and administrate all staff development requirements.

Recruitment and Induction

- Provide an effective recruitment process, ensuring all elements of the procedure are followed.
- The effective use of the Bexhill College Online Application system.
- Support the HR Officer in recruitment and induction, including all the points below.
 - Raise authorisation forms for authorisation from the Principal so that recruitment can take place.
 - Typing and placing adverts in the TES, local papers or other media as required.
 - Send job descriptions and person specifications to the Director of HR and Principal for amendments.
 - Prepare shortlisting files with tracking sheets, applications and short listing criteria forms and ensure they are available to the Principal and Senior Leadership team on the closing date and time.
 - Arrange information packs about the College to be typed and sent out to applicants as required.
 - Organise interviews for shortlisted applicants, including arranging the interview date, panel, rooms, interview program, micro-teach and observations as directed by the HR Officer and the Principal.

- Send out for references at the same time as organising interviews, ensuring that they are received by the interview date.
- Confirm attendance of shortlisted candidates and inform the HR Officer and Principal of any issues immediately.
- Prepare and distribute the interview packs at least 2 days prior to the interview.
- Act as a host for interview candidates, ensuring that you are on time to meet and greet candidates and that they are directed to where they should be throughout the day and you conduct tours of the College. Organise refreshments and lunch as required.
- Ensure that original documentation, including passports and certificates are checked by the Director of HR, member of the Senior Leadership Team or HR Officer for safeguarding and identity checks.
- Photocopy the documentation and certificates and ensure the candidates receive them back.
- Correspond to unsuccessful candidates as required and ensure the application and interview notes are readily available to the Director of HR and HR Officer to feedback if appropriate.
- Oversee an efficient and effective recruitment filing system.
- Ensure paperwork for barred lists are completed and given to the Director of HR before employment commences.
- Organise DBS forms, employee details forms, tax forms and health checks for offer letters and ensure completed documentation is given to the Director of HR and HR Officer as required and photocopied for files.
- Assist the Director of HR and HR Officer with the smooth induction of new staff.
- Communicate details of the induction to new staff and organise and photocopy induction files in a timely manner.
- Support the HR Officer in the organisation of the day ensuring rooms are booked, online child protection is carried out and College staff are informed of times of their presentations and/or their attendance during the day.
- Ensure facilities and equipment are working and readily available.
- Organise refreshments and lunch throughout the day.
- Make the necessary arrangements for new employees starting during the term, ensuring they receive an up to date induction file, Induction checklist/program, an IT logon and staff badge on the morning of their commencement.
- Ensure that the relevant College staff are informed of new staff as appropriate, i.e. for timetables.

General

- To follow college policy in the management of Health and Safety in all aspects of your work, including a pro-active approach to Risk Assessment for all your duties.
- Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities.
- Follow good practice and college policy in all aspects of the work and in the management of staff and resources.
- Undertake any reasonable task at the request of the Principal or designated Deputy.

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