



### JOB DESCRIPTION

<b>Department:</b>	Human Resources	<b>Date</b>	January 2024
<b>Responsible to</b>	HR Director	<b>Responsible for</b>	N/A

#### Job Purpose

- Deliver a range of HR administrative duties with a particular focus on recruitment and compliance

#### Responsibilities/Accountabilities

- Provide administrative support including managing the HR mailbox, responding to general enquiries, allocating complex enquires across the team and ensuring follow up, note/minute taking for meetings.
- Be the first point of contact for all general enquiries to the department (phone, email, in person visitors).
- Support the HR Director and HR Manager (Support Services) in administration relating to recruitment, ensuring compliance with the Safer Recruitment Policy, including liaison with enquirers and applicants.
- Support the HR team with payroll preparation including accurate data entry, drafting contracts and other correspondence. Support data migration to a new HR system.
- Work effectively with the other HR Administrator ensuring all HR processes are completed and co-ordinated and ensure associated tracking systems are up to date at all times (recruitment, e-learning, absence, maternity, disciplinary, grievance, payroll) including filing.
- In conjunction with the other HR Administrator, ensure the accurate recording and archiving of all employee related paperwork in line with data protection legislation.
- Undertake regular project work as agreed with the HR Director.
- Manage and distribute HR post daily.
- Demonstrate a commitment to improving and developing the department's processes and facilities.
- Carry out such duties that may be reasonably required by your line manager.

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

### PERSON SPECIFICATION

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing professional administration support within a complex and fast-moving environment.</li> <li>• Strong customer service</li> <li>• Experience of taking accurate minutes/notes in meetings</li> </ul>
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	<ul style="list-style-type: none"> <li>• Experience of using databases/HR information systems</li> <li>• Experience of working in a regulatory or compliance environment (desirable).</li> <li>• Experience working in HR (desirable)</li> <li>• Experience working in an education environment (desirable)</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general Secondary education</li> <li>• Maths and English to level 2/GCSE</li> <li>• HR/CIPD level 3 qualification (desirable – support to achieve level 3 or level 5 as appropriate is available)</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• High level of accuracy and attention to detail</li> <li>• Strong written and verbal communication skills in English</li> <li>• Strong time management, organisation and prioritisation skills and the ability to work under pressure and to deadlines</li> <li>• Resilient, adaptable and flexible</li> <li>• Approachable and confident in dealing with a variety of enquiries</li> <li>• Be proficient in the use of Microsoft Office, especially Word and Excel</li> <li>• Work on own initiative</li> <li>• Proactive and ‘Can Do’ attitude</li> <li>• Be able to prioritise work and work under pressure</li> <li>• Strong organisational skills</li> <li>• Team player</li> <li>• Able to work within procedures and processes</li> </ul>

**Additional Work Elements**

- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared

