



## Job Description

<b>Job Title</b>	: HR Administrator
<b>Department</b>	: Human Resources
<b>Responsible to</b>	: HR Manager
<b>Last reviewed</b>	: June 2022

### Job Outline & Purpose

The post of Human Resources Administrator is a full time position and involves working 37.5 hours per week but may require the post holder to work flexibly across early mornings, evenings and weekends during term time.

Under the guidance of the HR Manager, the HR Administrator will undertake a full range of administrative duties in order to ensure the smooth and efficient running of the department and in providing a first class service to Haileybury. The role will require the job holder to adopt a highly flexible and adaptable approach to working – as well as leading on allocated duties, projects and initiatives. It is critical that the job holder be able to assist others within the department as and when required and is proactive in this regard.

To do this successfully the job holder must ensure that they remain up-to-date with regulatory requirements and best practice within the Human Resources profession and in particular, within areas of delegated responsibility. It is essential that the job holder is able to work well under pressure, and is able to meet deadlines whilst still retaining a high level of accuracy.

Haileybury UK is a community in which many colleagues work and live together, and we place great importance on quality of life and wellbeing of every member of this community.

### Duties

The post holder will:

- carry out a wide range of administrative duties relating to all aspects of work in the HR department including but not limited to recruitment, on-boarding, employee relations, learning and development, benefits management and off-boarding
- undertake a variety of day-to-day duties which may include managing candidate applications and interviews, new starter screening checks, writing, distributing and chasing general correspondence, scanning and filing, minute taking, managing employee data and general housekeeping
- ensure that all work is supported with appropriate audit trails and maintained to the highest standard, supported by clear, organised and accurate filing systems
- make use of appropriate systems, tools and resources in order to complete duties in the most efficient and effective way
- complete all duties effectively, efficiently, accurately, and within allocated deadlines
- establish and maintain effective communication channels and efficient/effective working relationships with all relevant client groups, both internally and externally
- ensure all information is maintained with the utmost of professionalism - delicately, confidentially and securely at all times; and in compliance with Haileybury's policy on Data Protection, taking responsibility for ensuring that any personal data held by them is kept securely

- support and assist the HR Management in driving the School's strategies, delivering employment best practices for the School; and monitoring current processes and practices and to work with the HR Manager to facilitate any necessary changes to ensure effective and efficient delivery
- keep the HR Management fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable timeframe
- proactively ensure compliance with HR legislation, guidance, good practice, Independent Schools Inspectorate requirements and the School's HR policies
- undertake appropriate training to ensure that skills and knowledge remain up-to-date with all appropriate practices and regulatory requirements
- stay abreast of changes in employment legislation and education-specific compliance regulation through attendance at seminars, networking groups and reading bulletins from recognised sources
- undertake your responsibilities to promote the safety and wellbeing of children and young people

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

## **Person Specification**

### **Experience:**

- Proven experience in an HR role
- Knowledge of current UK employment law and codes of practice advantageous
- Experience of a busy, multi-disciplined and matrix environment
- Proficient in Microsoft Office and familiar with maintaining records in a HRIS
- Employment history of working in a School environment is desirable

### **Skills:**

- Organised with ability to multi-task and prioritise, whilst maintaining an eye for detail
- Proven ability to work to deadlines whilst under pressure
- Ability to work in a team and individually, using own initiative
- Excellent communication and interpersonal skills at all levels, both written and oral
- Ability to relate to colleagues in all positions
- Accurate with an eye for detail
- Good numeracy and literacy skills
- Ability to ensure that all practices and protocols within an administration function continues to develop and remain up-to-date and in line with best practice
- Ability to maintain confidentiality with tact, diplomacy and discretion
- Confident, enthusiastic and self-motivated with personal resilience
- Proactive and forward-thinking
- Honest, polite, reliable, resourceful, flexible, punctual and committed
- Flexible with the ability to adapt to changes to work schedules
- Ability to understand and to operate within an educational or residential environment
- Ability to work in a way that promotes the safety and wellbeing of children and young people

### **Qualifications:**

- CIPD qualified is desirable but not essential

### **Child Protection at Haileybury**

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

### **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

### **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

### **Code of Conduct Statement**

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.