



Job Description

Job Title: HR Administrator
Department: Human Resources
Responsible to: HR Manager
Last reviewed: April 2024

Job Outline

The post of Human Resources Administrator is a part-time position and involves working 20 hours per week (over 4 or 5 days).

The HR Administrator will focus on supporting the Haileybury International Summer School, for Summer and Spring courses, undertaking a full range of administrative duties in order to ensure the smooth and efficient running of the School from a HR perspective. The role will require the post-holder to adopt a highly flexible and adaptable approach to working, as well as leading on allocated duties and projects. The post-holder will assist others within the HR department, as and when required, and is proactive in this regard.

To do this successfully the post-holder must ensure they remain up-to-date with regulatory requirements and best practice within the Human Resources profession and in particular, within an educational environment. It is essential that the post-holder is able to work to deadlines whilst retaining a high level of accuracy.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- 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: preparation of recruitment related materials, managing candidate applications and interviews, new starter vetting checks, managing employee data, preparing, distributing and chasing a variety of employee documentation, scanning and filing, preparation of references, and general housekeeping.
- Support and assist the HR Department in key HR projects and deliverables.

- Ensure that all work is supported with appropriate audit trails and maintained to the highest standard, supported by clear, organised and accurate filing systems.
- 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 - 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.
- Deliver employment best practices for the School; monitoring current processes and practices and facilitate any necessary changes effectively and efficiently.
- Keep HR Management 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 updates from recognised sources.
- Undertake your responsibilities to promote the safety and wellbeing of children and young people.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**HR Administrator
Person Specification**

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	✓	
Knowledge, Skills and Experience		
Previous administrative or secretarial experience	✓	
Excellent organisational and time management skills	✓	
Ability to maintain accurate records, both manual and on a database	✓	
Proficient in Microsoft / G Suite	✓	
Excellent written communication skills	✓	
Excellent customer service skills	✓	
Experience in a busy environment with multiple concurrent deadlines	✓	
Employment history in a School environment		✓
Good understanding of equal opportunities legislation and employment law as it relates to recruitment practices		✓
Personal Attributes		
Ability to communicate effectively with people at all levels in an organisation	✓	
Accurate with strong attention to detail	✓	
Ability to work under pressure	✓	
Ability to work in a team and individually	✓	
Ability to work unsupervised and use own initiative	✓	
Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
Proactive and forward thinking	✓	
Willingness to work flexibly when required	✓	
Confident, reliable and enthusiastic	✓	