

# Job outline

## Company HR Administrator

<b>Job title:</b>	Company HR Administrator
<b>Job ref:</b>	HFL1183
<b>Hours:</b>	18 hours per week; flexible working patterns considered
<b>Salary band:</b>	Band 3, £18,500 per annum (pro rata for part time)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	TBC
<b>Team:</b>	Company HR
<b>Location:</b>	Head Office – Stevenage

### Our company

Herts for Learning Ltd (HfL) is the UK's largest Schools Company. Developed from Hertfordshire Local Authority's education services, the company is now owned and accountable directly to schools, which hold 80% of the shares, and with Hertfordshire County Council (HCC) owning 20% of the shares.

HfL provides flexible, high quality teaching, learning, leadership and business support to schools and education settings in Hertfordshire and beyond. As a not-for-profit company, dedicated to raising standards and improving teaching and learning, we work closely with schools to ensure that our products and services meet their continually changing needs.

### Job context

The newly created role of Company HR Administrator forms part of the Company HR team, which has taken on additional responsibilities over recent months. The role is a stepping stone for individuals looking to forge a professional career within HR, or who already have HR administrative experience. The role and its responsibilities concentrate on providing the support to ensure that all administrative tasks associated with internal HfL HR processes and policies are carried out efficiently and confidentially.

### Purpose of the job

Due to the growing responsibilities of the Company HR team, responsibilities and job outlines are regularly reviewed, to ensure that each member of the team has clarity around their area of work / expertise. The role of Company HR Administrator is a newly designed role and will help ensure we continue to deliver a timely service to

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our internal clients (the staff at HfL) and to external partners that we have contact with on a day to day basis, whilst allowing someone to develop their own career.

### Areas of responsibility

- **Manage the Company HR inbox and respond to basic queries, or escalate them to the correct team member**
- **Working closely with the Company HR Officer, to provide administration support in relation to the consultants' process;**
  - This includes;
    - Liaising with the CoHR Officer to ascertain any new consultants joining HfL;
    - Liaising directly with new consultants before they join to ensure they provide HfL with the right documents;
    - Responsibility for ensuring that new consultants have the relevant security checks (DBS), chasing once these have been requested and that these are logged appropriately when received;
    - Maintaining consultant files (paper based and electronic) with paperwork as it is provided, ensuring copies of these are scanned and held centrally at HfL;
    - Regularly monitor / update the consultant database with new / missing information as it is sent in;
    - Collating monthly invoices and passing them to the CoHR Payroll Officer in a timely manner;
    - Keeping an accurate log of consultant numbers, regularly checking with line managers for any leavers, and noting on the consultant database accordingly;
    - Liaising with Company HR payroll Officer on a monthly basis, providing accurate consultant headcount figures.
- **Maintain the DBS / Basic check database for existing staff by;**
  - Ensuring all identification is correct and up to date;
  - Inputting through on Herts Guards;
  - Checking receipt and copying of original certificate;
  - Updating the database on a monthly basis, adding new starters and archiving leavers as appropriate;
  - Checking database on a monthly basis for renewals and contacting any individuals as appropriate;
  - Chasing for any outstanding paperwork.
- **Provide administrative support to the Head of Company HR, as directed by workload**

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- **Provide general administrative support to the Company HR team;**
  - Book rooms, arrange any logistics and set rooms up for meetings on behalf of the Company HR team;
  - Assisting the Head of CoHR with the logistics for the company's Learning & Development programme;
  - Responsibility for administering staff well-being initiatives (milk rota / collection; giving pedometers to new starters etc)
  - Set up any required databases / folders on the Company HR drive and populate / update as required;
  - Review and update staff electronic files – adding new starters folders and archiving leavers;
  - Re-branding existing documents, formatting policy documents for publication by Company HR Advisor and creating presentations / slide packs as required for the Head of CoHR;
  - Setting up Survey Monkey's as required by the Head of CoHR or CoHR Advisor
  
- **Provide support to the Company HR Payroll Officer**
  - Ensuring that any changes to T's & C's are passed on to payroll;
  - Scanning any paperwork for central payroll and HR files (held by Serco & HCC) as directed by the CoHR Payroll Officer;
  - Any other payroll administrative tasks as outlined by the Company HR Payroll Officer
  
- **Provide support to the Recruitment Officer**
  - Help prepare interview panel packs;
  - Meet and greet candidates attending interviews;
  - Book and prepare interview rooms
  
- **Maintain the personnel records for HfL staff** liaising with HR transactions to ensure records are accurate and updated.
  
- **Maintaining database for declaration of gifts, hospitality and sponsorship.**

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

### Equal Opportunities

HfL is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender

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reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

### **Disclosure and Barring Service**

This post is subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

### **Health and safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

### **Intellectual property rights**

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

### **Person specification**

#### Experience

The post holder will:

- Be a strong administrator, proactive and accurate;
- Be an excellent communicator both verbally and in writing;
- Have a great attention to detail;
- Be positive and proactive and be able to work in a busy but supportive environment;
- Have the ability to keep calm under pressure;
- Be able to work to deadlines and prioritise as required;
- Be enthusiastic, flexible and reliable, capable of working as part of a team but able to take responsibility and work alone on specific tasks, keeping team members updated with progress which may affect them and their role

#### Skills

The post holder will:

- be able to confidently and competently use Microsoft Office software packages, particularly Excel, Word and the internet;
- be able to provide a high level of “customer” service – face to face, on the telephone and by email
- have effective numeracy, literacy and word processing skills
- be able to present information in an accurate and appropriate format
- have excellent organisation skills and demonstrable attention to detail
- be able to prioritise their own workload, work on numerous activities simultaneously, complete tasks and meet deadlines

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- be able to communicate clearly and effectively with others, both verbally and in writing
- be able to use initiative

### Behaviours

The post holder will:

- be personally credible and act as a role model with the ability to demonstrate HfL's core values of High Quality, Flexibility and Learning;
- be able to build and maintain effective and collaborative working relationships with the ability to influence a wide range of people;
- be driven to deliver an efficient and effective HR service to our internal customers;
- have the courage to challenge working practices to make them more effective and in line with business requirements;
- be self-motivated and curious keeping up to date with the latest changes to legislation and best practice;
- work co-operatively with others and as part of a team;
- be a decisive thinker, thinking practically about solutions and outcomes;
- be committed to working flexibly to achieve Company, service and team needs
- be discrete and able to ensure confidentiality

### Attributes

The post holder should be:

- highly organised and resourceful
- proactive and self-motivated
- knowledgeable and highly competent
- approachable and empathetic
- creative and enthusiastic
- committed

For an informal discussion regarding the role, please contact Michael Mabbitt, Company HR Adviser, on 01438 845021.

## **APPLICATION PROCESS**

In order to apply for this role, please visit:

[www.hertsforlearning.co.uk/content/working-for-us](http://www.hertsforlearning.co.uk/content/working-for-us)

Please download and complete the HfL application form and supporting statement explaining why you are applying and how you meet the requirements of the job outline and person specification. Please keep your supporting statement to a maximum of two sides of A4.

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For application queries, please contact our Recruitment Team on 01438 844786 or email [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk)

**Closing Date:** Friday 1<sup>st</sup> September 2017 (midnight)

**Interview Day:** Tuesday 12<sup>th</sup> September 2017