

JOB TITLE: Human Resources Assistant

ACCOUNTABLE TO: Human Resources Manager

JOB PURPOSE To provide administrative support to enable an efficient and effective provision of the human resources function within the college

KEY RESPONSIBILITIES

- To complete the administration of all elements of the recruitment process from advertisement through to onboarding
- Contribute to the induction/onboarding process for new starters and agency staff, along with continual review of the process
- To have day to day responsibility for the administration of agency staff, including liaison with recruitment agencies, completing safeguarding compliance processes, placing purchase orders and checking and approving invoices
- To assist in the arrangements for ensuring that all documentation relating to new starters / leavers and contract changes are compliant and processed in full
- To contribute to the maintenance and development of the HR database
- To be responsible for the maintenance of personnel files, ensuring that they are kept up to date and compliant with data protection requirements
- To support the HR Manager in the preparation and provision of reporting required of FE colleges for government and employer organisations, including the workforce data collection, Tri-Annual auto enrolment process, Trade Union facilities time reporting and Gender Pay Gap reporting and other regular or ad hoc reporting
- To deal with enquiries from staff, directing them to the appropriate source of further support as appropriate
- To support the team where required with administration processes to provide a full and efficient service to the college

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

PERSON SPECIFICATION

Attribute	Criteria	Assessment Evidence
Education & Qualifications		
A good standard of general education, including GCSE English and Maths at grade C or above	Essential	App/Certs
A levels or equivalent	Desirable	App/Certs
IT qualifications (for example RSA Stage 11, Word Processing, ECDL or CLAIT)	Desirable	App/Certs
Experience, Knowledge & Abilities		
Experience of working in an administrative capacity	Essential	App
Experience of maintaining data record systems	Essential	App
Experience of dealing with customers and/or clients by phone and in person	Essential	App
Ability to work with accuracy and attention to detail	Essential	Int
Confident and competent in the use of IT in a working environment	Essential	App
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	Int
Good written and oral communication skills	Essential	App/Int
Experience of working in college or school context	Desirable	App
Experience of dealing with confidential and sensitive information and situations	Desirable	App
Interpersonal Skills & Qualities		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int