

**Job title:** HR Administrator

**Job ref:** HFL1441

**Hours:** 37 per week, 52 weeks per annum.

The role is advertised on a full-time basis due to the nature of the clients supported; flexible working patterns would be considered.

**Salary:** FTE £18,000 - £21,000 per annum

**Contract:** Permanent

**Reports to:** HR Partner / People Director

**Team:** Company HR

**Location:** Hybrid working, consisting of remote working with the flexibility to work typically up to 2 days per week at our offices in Stevenage, Hertfordshire or in nearby locations.

## Our company

Herts for Learning (HfL) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HfL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

## Job context

The HR Administrator post forms part of the HR team, providing a full in-house HR service including a HRIS and payroll system. The role and its responsibilities concentrate on providing the support to ensure that all administrative tasks associated with recruitment and L&D along with other internal HfL HR processes and policies are carried out efficiently and confidentially.

This role is ideal for an individual with prior administrative experience, either within a HR discipline or a related function, who may have - or be working towards - a recognised HR qualification, and who is looking to stretch themselves and work collaboratively with a small, supportive, and high functioning HR team.

## Purpose of the job

Due to the growing responsibilities of the 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 HR Administrator will help ensure we continue to deliver a timely service to our external recruits, internal colleagues and to external partners that we have contact with on a day to day basis, whilst allowing someone to develop their own career. This is a great opportunity to work with and learn from a professional HR Team.

## **Areas of responsibility (many are shared within the team)**

- Manage the shared HR inboxes and respond to basic queries, or escalate them to the correct team member
- Working closely with the Recruitment Officer, to provide administration support in relation to the recruitment of vacancies.
  - Respond to external enquiries including from potential candidates;
  - Support with administration of applicants for positions;
  - Preparation and on the day support for Recruiting Managers and candidates for selection days;
  - Responsibility for processing and logging pre-employment checks for successful candidates this includes relevant security checks (DBS), right to work check and obtaining references;
  - Supporting with offer packs and contracts of employment for new employees and changes to T&Cs for existing employees;
  - Ensuring accurate data inputting onto iTrent, the HR database, for new starters and changes to T&Cs for existing employees;
  - Maintaining employee files (paper based and electronic) with paperwork as it is provided, ensuring copies of these are scanned and held centrally at HfL.
- Maintain the Recruitment and DBS database, keeping records up to date for new and existing colleagues.
- Provide general administrative support to the Company HR team; such as rebranding and updating documents, administering staff wellbeing initiatives, assisting the Learning and Development Officer with logistics and supporting with administration of ER projects.

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, particularly in light of the current Covid-19 situation.

## **Person specification**

### **Knowledge/ Experience of**

The post holder will be:

- a strong administrator, holding experience of providing a wide-range of professional administration services with great attention to detail, preferably in HR; (essential)

- an excellent communicator both verbally and in writing, providing a high level of customer service and dealing with a range of customer queries / concerns in a professional manner; (essential)
- be able to use their own initiative, often in an unsupervised environment, and prioritise their own workload to work on numerous activities simultaneously to complete tasks and meet deadlines; (essential)
- positive and proactive and be able to work in a busy and supportive environment with the ability to keep calm under pressure; (desirable)
- 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. (desirable)

## **Skills and abilities**

The post holder will:

- be able to confidently and competently use Microsoft Office software packages, particularly Excel, Word, Internet-based applications (essential)
- have effective numeracy, literacy and word processing skills; (Desirable)
- be able to present information in an accurate and appropriate format; (Desirable)
- be highly organised with a meticulous eye for detail. (essential)

## **Behaviours**

The post holder will be:

- personally credible and act as a role model with the ability to demonstrate HfL's core values of Trust, Inspiration and Collaboration; (desirable)
- able to build and maintain effective and collaborative working relationships with the ability to influence a wide range of people; (desirable)
- discrete and able to ensure confidentiality; (essential)
- be driven to deliver an efficient and effective HR service to our internal and external customers; (desirable)
- have the courage to challenge working practices to make them more effective and in line with business requirements; (desirable)
- self-motivated and curious keeping up to date with the latest changes to legislation and best practice; (desirable)
- work co-operatively with others and as part of a team; (essential)
- a decisive thinker, thinking practically about solutions and outcomes; (desirable)
- be committed to working flexibly to achieve Company, service and team needs; (essential)
- prepared to roll up their sleeves when needed and to share their ideas and experiences with the HR team, even if they aren't experts on the subject matter; (desirable)
- keen and willing to develop their knowledge and learn new skills. (desirable)

## **Equal Opportunities**

HfL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HfL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

## **Disclosure and Barring Service**

This post may be 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.

## **APPLICATION PROCESS**

For an informal discussion regarding the role, please contact Dave Windridge, People Director, via email on [David.windridge@hertsforlearning.co.uk](mailto:David.windridge@hertsforlearning.co.uk), and provide contact details so a mutually convenient time can be arranged to discuss the role.

To apply, email [hfl.recruitment@hertsforlearning.co.uk](mailto:hfl.recruitment@hertsforlearning.co.uk) with a detailed CV along with a cover letter to include responses to the following questions:

1. As this is a customer centric role, please provide an example of when you have delivered excellent customer service.
2. What experience do you have of working individually and with others?
3. Please provide an example of a project or specific area of responsibility within your current/most recent role, which required you to handle sensitive or complex information and meet deadlines to complete this for your employer/manager
4. Scenario: You start your morning's work and realise you have quite a few unread emails to action, plus a busy diary of meetings, DBS letter to issue, applications to log and admin tasks diarised to complete. How will you manage your day?

As part of our move towards eradicating unconscious bias within the recruitment process, we will be anonymising your forms.

For recruitment queries, our Central Recruitment Team can also be contacted on the [hfl.recruitment](mailto:hfl.recruitment) email address above.

To help HfL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HfL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

**Closing Date: 1<sup>st</sup> September 2022 at 9am**

**Interview Date: 12<sup>th</sup> and 13<sup>th</sup> September via Microsoft Teams**

**In the event you are shortlisted, please ensure you are available for the Interview dates stated above.**