

Human Resources Administrator

Job Description



WYCOMBE
ABBAY

Aim: To provide an effective and professional administrative service to the Human Resources Department.

Reports to: Human Resources Manager

Hours: 37.5 hours Monday to Friday

Areas of Responsibility

- Respond to recruitment enquiries, acknowledge applications, assist during selection days, file all related information.
- Assist with onboarding checks including identity, qualifications, right to work, references, DBS, etc as directed by HR Officers/Manager.
- Carry out data entry and data cleansing tasks in respect of the WHR Database.
- Scan all new starter files and upload the documents to the WHR Database.
- Respond to general enquiries to the department by telephone by email or in person.
- Ensure that electronic and paper-based filing systems are kept up to date and that department filing is completed in a timely manner.
- Any other administrative tasks to assist the HR Department.

Person Specification

Specialist knowledge and experience

- Experience of providing an efficient and accurate administrative service.
- Excellent working knowledge of Microsoft Excel, Word and Outlook.
- Ability to maintain strict confidentiality.

Attention to detail

- Ability to provide a high standard of administrative work.
- Ability to enter data accurately and efficiently.

Team working

- Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team.

Using initiative

- Ability to work unsupervised and to take responsibility for own actions.
- A “starter/finisher”, able to be proactive in seeking solutions to enable conclusion of tasks.

Customer focus

- Able to build rapport easily, putting the customer first and to work hard to meet their needs.

Communication

- Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.
- Pro-active in advising colleagues and the status of tasks, and due key information.
- Excellent telephone manner.

Organisation

- Ability to organise time effectively, prioritising workloads and meeting deadlines.

Flexibility

- Ability to successfully adapt to changing demands and conditions.

Resilience

- Ability to remain calm and self-controlled under pressure.

Special conditions

- The post is conditional to an enhanced DBS check.

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.