

BRIEF FOR THE POSITION OF

# Human Resources Administrator



# Human Resources Administrator



Malvern College is a leading independent school for girls and boys aged 13 to 18. Our focus is on encouraging academic excellence, personal growth and all round achievement

in our pupils and providing outstanding pastoral care. It is a vibrant hub of activity where pupils participate in an enormous range of co-curricular activities that support and inform their individual academic programmes.

The Human Resources team supports Malvern College to achieve this by providing expert advice and guidance to staff at Malvern College and the wider family of schools. Due to a period of rapid growth, we are now looking to appoint an enthusiastic Human Resources Administrator to join an established team.

This position would ideally suit a strong team player who has experience working in a fast paced administration role. Working closely with other Operational departments, the successful candidate will work alongside the HR Manager, two HR Officers, an Assistant HR Officer and an HR Administrator. They will report ultimately to the Director of Human Resources whose primary responsibility is the strategic development of the people agenda.

This is an exciting time to be joining Malvern College, and the HR function in particular, as we embark on a journey of transformation across the whole family of schools.

## Job description

### Job Title

Human Resources Administrator. This is a 12 month fixed term contract.

### Responsible to

Director of Human Resources through the Human Resources Manager

### Purpose of the Post

To provide effective, efficient and friendly administration support as part of the Human Resources team.

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## Areas of Responsibility

### Recruitment and Selection:

- » Supporting the recruitment and selection process for all staff, contractors and volunteers ensuring that pre-employment checks are up to date, accurate and fully compliant.

### Changes and Leavers:

- » Ensuring personnel files are up to date at all times.
- » Accurate and timely data entry into the College's new digital HR and Payroll system.

### Payroll:

- » Ensuring accurate payroll information is provided for processing each month.

### Training and Induction:

- » Undertaking administration for staff training and ensuring accurate records are maintained.
- » Arranging induction for new starters and meeting them on their first day.

### General:

- » Answering telephone, email, written or face to face queries and enquiries in a professional manner.
- » Maintaining HR databases and record systems.
- » Supporting the roll out of new digital HR and Payroll system.
- » Scanning and filing documents.
- » Assisting HR colleagues on projects as required.
- » Maintaining accuracy and confidentiality at all times.

## Safeguarding Responsibilities

- » Promoting and safeguarding the welfare of children and young persons with whom you come into contact.
- » Reporting any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves minimal contact with children and the post holder will not be responsible for children. The post holder will be considered to be in regulated activity.



## Person Specification

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>» Good standard of education.</li> </ul>	
<b>Experience, Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>» Demonstrable experience of working in a fast paced administration role.</li> <li>» An understanding of GDPR legislation and the importance of maintaining confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>» Experience working within an educational environment.</li> <li>» An appreciation of the role of Human Resources in an organisation.</li> </ul>
<b>Role Related and Personal Skills</b>	
<ul style="list-style-type: none"> <li>» Strong team player and able to build effective and supportive relationships with colleagues.</li> <li>» Self-starter with a proactive approach.</li> <li>» Excellent IT skills including Microsoft Office and ability to learn new IT systems.</li> <li>» Excellent attention to detail and high standards of work.</li> <li>» Strong organisational skills and able to meet specific deadlines.</li> <li>» Excellent written and verbal communication skills and confidence to communicate with people of all backgrounds.</li> <li>» Ability to work with limited supervision and to prioritise work and multitask.</li> <li>» A cheerful and friendly disposition.</li> </ul>	
<b>General</b>	
<ul style="list-style-type: none"> <li>» Self-motivated and able to work on own initiative.</li> <li>» Ability to work at a fast pace whilst maintaining accuracy.</li> <li>» Flexible approach to hours.</li> <li>» The desire to undertake further training as may be required in order to properly perform the duties in a changing an challenging environment.</li> </ul>	

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## The Malvern Qualities

All staff are expected to model and promote our Malvern Qualities which are:

- » Resilience
- » Self – Awareness
- » Open-mindedness
- » Kindness
- » Collaboration
- » Risk-Taking
- » Curiosity
- » Ambition
- » Independence
- » Integrity
- » Humility

## Hours and Benefits

Our preference would be for the successful applicant to work 35 hours per week, Monday to Friday, however we will consider part time hours for the right candidate.

This is a fixed term contract for 12 months.

- » 25 days' holiday per annum plus public holidays.
- » Contributory pension scheme with Scottish Widows (successful candidates will be auto enrolled after successfully completing 3 months service).
- » Generous membership terms (family and personal) for the College Sports Facility.
- » Free on-site parking.
- » Cycle-to-Work scheme.
- » Free access to the Malvern College Library.
- » Personal Accident Insurance cover.

## Application Process

Full details of working at Malvern College and our Application form can be found on our website: [www.malverncollege.org.uk/Job-Vacancies](http://www.malverncollege.org.uk/Job-Vacancies)

Applications should be submitted by no later than **Monday 8th August 2022.**

Interviews are currently scheduled to take place at the School w/c **15th August 2022.**

If you have a query regarding the application process, please contact the Human Resources team either via email [humanresources@malverncollege.org.uk](mailto:humanresources@malverncollege.org.uk) or by phone **01684 581647.**

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## General Requirements

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Malvern College's legal duties for Health and Safety.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Malvern College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.*

*Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.*

*You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.*