



Sheiling School Thornbury

Thornleigh Camphill Communities

JOB DESCRIPTION

1. **Job Title:** HR Administrator
2. **Responsible to:** Head of HR
3. **Role Summary:**

To support the Head of HR and the HR Administrative Team in maintaining all aspects of Recruitment and HR matters within the School.

Sheiling School is a Camphill Steiner Special School for children with complex and multiple needs, working with the curative educational insights of Rudolf Steiner. The HR Administrator will give professional support and guidance to individual staff and to groups, will uphold the vision, values and goals of the School and ensure that our values are built into the culture and practices of the School.

RECRUITMENT

- To prepare and place recruitment advertisements
- To reply to all vacancy enquiries appropriately and process candidates for shortlisting
- To organise candidate interviews with Heads of Departments and Managers.
- To assist at interviews if needed
- To complete all pre-employment checks in line with our Safer Recruitment policies and procedures to ensure full compliance is met with current guidelines and legislation
- To prepare personnel files and complete all New Starter and Leavers records
- To update PHR database and School Single Central Register
- To record absence and sickness certification

HR

- To maintain the People HR, personnel files, Single Central Register and all other records within the HR department with up to date and accurate information keeping in line with Data Protection requirements
- To deal with day to day administration and queries relating for all staff as required
- To prepare and submit reports or returns as needed by the Head of HR for internal and external bodies or meetings
- To provide support to the Head of HR when required

GENERAL ADMINISTRATION

You will perform general office duties, which will include, but not be limited to:

- Answering the telephone, internal and external calls and passing on information in a timely and concise manner
- Photocopying
- Word processing – Microsoft Office Suite
- Filing
- Any other tasks that may support the HR Administrator in their role

TRAINING, MANAGEMENT, COMPLIANCE AND PERSONAL DEVELOPMENT

- To endeavour, through further external or internal training sessions or courses, to enhance the professional quality of your work as HR Administrator.
- To participate in Finance, HR and admin meetings as required.
- To be familiar with the School's policies and procedures, e.g. on safeguarding, missing person, complaints procedures etc.
- To receive regular supervisions with the Head of HR. At these sessions your responsibilities will be reviewed and further training needs identified and agreed as necessary.

SAFEGUARDING

- To implement, promote and comply with the Safeguarding policies and procedures.
- To raise awareness of the protection of young people.
- To encourage good practice and support of procedures to protect children and adults.

MISSION STATEMENT OF THORNLEIGH CAMPHILL COMMUNITIES

- To work in accordance with the Mission Statement of Thornleigh Camphill Communities
- To uphold the ideals, vision and values of the Thornleigh Camphill Communities when undertaking your work.

This job description sets out the duties of the post at the time it was drawn up and is not part of the contract of employment. The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION – HR ADMINISTRATOR

| Criteria for Selection | Essential or Desirable | Method of Assessment |
|---|------------------------|--|
| Education, Training and Qualifications | | |
| Educated to A level or equivalent | E | Application form Qualifications |
| Have achieved a C at GCSE level or equivalent in English and Maths | E | Application form Qualifications |
| Evidence of further recent relevant professional development | D | Application form Qualifications |
| Experience | | |
| At least 1 year's experience in a similar administrative position | E | Application form Qualifications References Interview Interview tasks |
| Skills and abilities | | |
| Excellent time management and organisation | E | Application form |
| Ability to manage and prioritise a varied work load | E | References |
| Good IT skills, including intermediate Excel skills (comfortable with basic formulas) | E | Interview Interview tasks |
| | | |
| Personal qualities and attitude | | |
| Ability to maintain confidentiality | E | Application form |
| Ability to work under pressure | E | References |
| Good communicator, diplomatic | E | Interview |
| Self motivated and motivates others | E | Interview tasks |
| Team player, inclusive and respectful | E | |
| Actively support the ethos of the Charity | E | |
| Problem solver, strategic thinker and planner | E | |
| Sense of humour | E | |