

## JOB DESCRIPTION

<b>JOB TITLE:</b>	HR Administrator / PA to Chief Operating Officer
<b>SALARY:</b>	£20,200 - £23,230 per annum, dependent on qualifications and experience. Opportunity to commence fully funded CIPD Level 3 training – the certificate in HR Practice when confirmed in post.
<b>BENEFITS:</b>	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution Season ticket or bicycle purchase loan scheme Childcare voucher scheme Employee Assistance Programme Onsite Counsellor Perkbox reward scheme
<b>HOURS:</b>	Monday to Friday 8.30am to 5.00pm. Other working hours will also be considered (e.g. 9.30 – 3.00pm). Occasionally there may be a need to attend an evening meeting or a school / charity event at other times.
<b>HOLIDAYS:</b>	25 days plus bank holidays
<b>REPORTS TO:</b>	Chief Operating Officer
<b>LOCATION:</b>	48 North Side, Wandsworth Common, London, SW18 2SL with flexibility to work at 350 Garratt Lane, London, SW18 4EQ
<b>PROBATIONARY PERIOD:</b>	6 months
<b>NOTICE PERIOD:</b>	6 weeks both ways

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### JOB SUMMARY

- Providing professional, efficient and effective HR administration for recruitment and selection, performance management, contractual documentation and payroll, working closely with the HR Officer
- PA support to the Chief Operating Officer (COO)

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### MAIN DUTIES AND RESPONSIBILITIES

To provide administrative HR support in the following areas:

## **Recruitment**

- Facilitating and administering the recruitment and selection processes including:
  - Working closely with the Line Managers and recruitment teams
  - Drafting job adverts, job descriptions and person specifications
  - Liaising with recruitment agencies/marketing agencies and advertising posts
  - Preparation of recruitment packs
  - Managing the application process and responding to prospective applicants and enquiries
  - Interview arrangements
  - Providing interview feedback to candidates

## **Equality and diversity**

- To confidentially collect and record applicant equal opportunity data and destroy applicant copy once collated.
- To prepare an annual report for SMT on equal opportunities and workforce diversity.

## **New Starter and Leaver Administration**

- Administering the Disclosure and Barring Service process and notifying any concerns to the COO.
- Accurate preparation of a range of letters and documents including offer letters, contracts of employment and acknowledgement of resignations.
- Working with the HR Officer to prepare HR Induction packs for new starters.
- Pro-active monitoring and administration of events such as probationary periods.

## **Payroll Preparation**

- Provision of accurate and timely staff information to the Finance Officer.

## **Employee Support**

- Responding to staff on basic employee enquiries including holiday calculations and advice of contractual benefits.
- Referring requests for advice on complex employment matters to the HR Officer or COO.
- Ensuring appraisal records are maintained and reminders programmed into the HR System to ensure line managers are up to date with all appraisals.
- Administering any pay changes following appraisals.
- Giving staff information on employee benefits and pensions in conjunction with the Finance Officer.

### **General HR Administration**

- To be familiar with and ensure compliance with the requirements of Safeguarding (Children and Adults) and Safer Recruitment, attending training as required.
- To administer the Single Central Record of all staff and volunteers.
- To maintain the HR database system and other electronic and paper based filing systems, ensuring these are accurate and up-to-date.

### **PA to Chief Operating Officer**

- To provide administrative support to the COO, including diary management, managing output, workflow and deadlines and any other tasks in support of the COO.
- To carry out general office administration.
- Typing of correspondence and reports as and when required.
- Coordinating building maintenance activity for the organisation, liaising with the COO as needed and delegating tasks to the School Administrators and Site Managers.
- Responding to initial telephone inquiries and managing unsolicited calls.
- Liaising with other officers, Trustees, advisors, consultants and external organisations to arrange meetings, prepare agendas and draft minutes.
- Maintain a comprehensive filing system.

### **General Responsibilities**

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and Rainbow School.
- To safeguard children and adults at risk at all times.
- To undertake training as required.
- Assist with other work, events and projects as needed.
- Any other duties that the Chief Operating Officer may reasonably require.