

## JOB DESCRIPTION – HR ADMINISTRATOR

<b>SALARY:</b>	£20,200 per annum, pro-rata
<b>HOURS:</b>	Monday to Friday, 8.30am to 5.00pm
<b>REPORTS TO:</b>	HR Manager
<b>LOCATION:</b>	The Foundry, 17 Oval Way, London, SE11 5RR. There may be a requirement to work at 48 North Side, SW18 2SL and 520 Garratt Lane, SW17 0NY
<b>CONTRACT:</b>	Fixed term; 6 months
<b>BENEFITS:</b>	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution Season ticket or bicycle purchase loan scheme Onsite Counsellor Perkbox reward scheme

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### JOB SUMMARY

- To work closely with the HR team to provide professional, efficient and effective HR administration for recruitment and selection, performance management, contractual documentation and payroll.

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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

## Equality and diversity

- To confidentially collect and record applicant equal opportunity data and destroy applicant copy once collated.

## New Starter and Leaver Administration

- Support with processing of starter and leavers
- Accurate preparation of a range of letters and documents
- Preparing HR Induction packs

## Employee Support

- Responding to staff on basic employee enquiries
- Referring requests for advice on complex employment matters to the HR Advisor or HR Manager.
- Ensuring appraisal records are maintained and reminders programmed into the HR database

## General HR Administration

- Monitor the HR inbox and respond or forward all incoming inquiries
- To be familiar with and ensure compliance with the requirements of Safeguarding 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.
- To carry out general office administration.
- To minute meetings as required
- Typing of correspondence and reports as and when required.
- Liaising with other stakeholders such as Trustees, advisors, consultants and external organisations to arrange meetings, prepare agendas and draft minutes.
- Ensure the department maintains compliance with Data Protection and GDPR regulations.
- Maintain a comprehensive filing system.

## General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism
- 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 HR Manager may reasonably require.