Job Description

Job Title: HR Administrator

Reports to: Head of HR

Job Contribution: To provide administration support within a busy HR Department

Responsibilities:

- Assisting in maintaining accurate records on several databases and physical files
- Maintaining statistical information on employment trends.
- Provide the Head of HR with diary and administrative support
- Collating staff information for payroll each month
- Maintaining staff training records including booking courses, issuing certificates and organizing refresher training.
- Overseeing the travel scheme, processing bus passes and arranging bike loans
- Background Checks - maintaining Right to Work in the UK checks, preventing illegal working by ensuring that the sufficient evidentiary documentation is in place; conducting DBS checks for the College eligible positions.
- Assisting with recruitment, helping to advertise vacancies, collating applications and associated correspondence.
- Deal with general enquiries, email, telephone and face to face.
- Act as minute taker for a wide range of meetings and maintain records of the same
- Generate Standard HR correspondence on a variety of topics.

Qualities, Experience and Qualifications

Excellent Word and Excel skills
Experience of databases
Confidentiality essential
Attention to detail
Confident when dealing with people
Good time management