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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Human Resources Coordinator

**Department:** Human Resources

**Hours:** 18.75 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Human Resources Manager

**Reports:** n/a

**Salary / Scale:** £10,000.00 - £11,500 (pro rata to the full time equivalent salary of£20,000.00 - £23,000.00 per annum)

**Date of Issue:** May, 2022

**Organisation Chart:**

Principal

Executive Director of Human Resources

Human Resources Manager

HR & Recruitment Officer

HR & Payroll Officer

HR Coordinator

HR Advisor

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1. **Aims and Purpose of the Post**

1.1 The coordination of a professional, efficient, accurate and confidential HR administration service for the College.

1.2 The development and maintenance of quality administrative systems and procedures to support the work of Human Resources and the College.

1.3 The confidential processing and storage of data, documents and files.

1.4 The representation of the College brand through facilitation of College activities.

1. **Specific Responsibilities**
2. To maintain employee files and a range of employee records including attendance, leave and training records, recruitment data and payroll information.
3. To coordinate and record the recruitment and selection process, including production of job specifications, application packs, standard recruitment correspondence, arranging and facilitating interviews and proactive resolution of initial employment enquiries.
4. To coordinate the new starter process; including offer paperwork, contracts and pre-employment checks.
5. To coordinate the workforce development programme for members of staff and the College and maintain individual training records.
6. To ensure the accurate and timely maintenance of the HR database including inputting and retrieving information and the production of a range of reports.
7. To undertake, administer and complete all routine documentation relating to the employment of members of staff.
8. To maintain and contribute to the development of procedures for the systematic production, retention, retrieval, transfer and disposal of records and/or information.
9. To assist with the administration of the College's payroll, pension and benefits schemes working within the published deadlines and in collaboration with external suppliers.
10. To deal professionally and confidentially with routine enquiries from internal and external customers as required and assist the HR Advisor as required.
11. To ensure all administrative functions, including data and statistical document production, correspondence, filing, internal and external post are dealt with in an efficient and professional manner.
12. To promote and adhere to policies and procedures relating to Health & Safety and Safeguarding.
13. To ensure College policies and procedures are applied consistently in all areas of work.
14. To provide support and cover to the wider HR Directorate as required.
15. To provide support to other areas of the College as required.
16. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
17. To promote and adhere to the College’s Safeguarding Policies and Procedures.
18. To promote and adhere to the College’s Health & Safety Policies and Procedures.
19. To manage student conduct in accordance with College policies.
20. The active promotion of and commitment to best practice in equality, diversity & inclusion.
21. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
22. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering High Street Discounts

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Human Resources Coordinator** | | | |
|  | **Essential** | **Desirable** | |
| **Qualifications** |  |  | |
| Educated to degree level or equivalent |  | X | |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  | |
| Commitment to and evidence of CPD | X |  | |
| Graduate or equivalent in relevant subject area e.g. Business Studies/Administration, Human Resources |  | X | |
| Relevant HR qualification, or willingness to study for Level 3 CIPD (or equivalent) | X |  | |
| Current driving licence | X |  | |
| Willingness to train as a First Aider | X |  | |
| **Experience & knowledge** |  |  | |
| At least 2 years' administration experience - ideally this will be in a similar environment e.g. high volume recruitment or maintenance of employee data | X |  | |
| Experience of working as a member of a team | X |  | |
| Experience of collating data and presenting this in a user friendly format | X |  | |
| Ability to/experience of championing a brand |  | X | |
| Commitment to Equality, Diversity & Inclusion initiatives | X |  | |
| Experience of working in an education environment |  | X | |
| Experience of a busy client facing role (face to face contact) | X |  | |
| Attendance at large scale corporate events |  | X | |
| Excellent written and oral communication skills | X |  | |
| Competent user of MS Office including excel for data entry with the ability to manipulate data into a presentable format | X |  | |
| Previous experience of database systems | X |  | |
| **Personal Attributes** |  |  | |
| Flexible approach to work to allow for evening and weekend working. | X |  | |
| Confidential with excellent attention to detail. | X |  | |
| Ability to communicate at all levels across an organisation | X |  | |
| Excellent time management and organisations skills | X |  | |
| Takes pride in getting things right | X |  | |
| Ability to work under pressure, on your own initiative or as a member of a team | X |  | |
| Able to adapt to change and undertake new challenges positively | X |  | |
| Willingness to train and keep skills updated | X |  | |
| Excellent personal presentation | X |  | |
| **Safeguarding** |  |  | |
| Satisfactory enhanced DBS disclosure | X |  | |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  | |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  | |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website