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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Professional Development & HR Assistant

**Department:** Human Resources

**Hours:** 37 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Executive Director of Human Resources

**Reports:** n/a

**Salary / Scale:** Professional Services Spine 6 £23,493.00 - £24,123.00 per annum

**Date of Issue:** May 2025

**Organisation Chart:**

Principal

Executive Director of Human Resources

Human Resources Manager

HR & Recruitment Advisor

Professional Development & HR Assistant

HR & Payroll Officer

HR Assistant

HR Assistant

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1. **Aims and Purpose of the Post**
   1. The administration and monitoring of college CPD activities including the sourcing and evaluation of key speakers and training providers.
   2. The coordination of a professional, efficient, accurate and confidential HR administration service for the College.
   3. The coordination of the college induction programme for new starters to ensure all new staff benefit from a timely and engaging on boarding experience.
   4. The development and maintenance of quality administrative systems and procedures to support the work of Human Resources and the College.

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

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

1. **Specific Responsibilities**
2. To arrange and administer the onboarding and initial induction programmes, ensuring new staff attend promptly and receive relevant information.
3. To work with the Executive Director of Human Resources to facilitate new staff events such as breakfast briefings and review meetings.
4. To arrange and administer college development programmes for college staff, including management development programmes.
5. Collate and analyse feedback from training participants to assess the effectiveness of training activities and identify areas for improvement.
6. To assist in the promotion of training opportunities and ensure effective communication with staff to enable attendance and engagement.
7. To work effectively with key stakeholders including the Head of Quality & Teaching Innovation, Head of Digital Innovation.
8. To ensure staff training records, including skills matrices, are created and maintained reflecting existing qualifications and those achieved during employment.
9. To administer the annual Performance & Development Review (PDR) cycle.
10. To support the Executive Director of Human Resources with the management of the development budget ensuring it is spent effectively and the most competitive charges are negotiated with providers.
11. To maintain employee files and a range of employee records including attendance, leave and training records, recruitment data and payroll information.
12. To coordinate and provide administration support for the workforce development committee.
13. 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.
14. To coordinate the new starter process; including offer paperwork, contracts and pre-employment checks.
15. To ensure the accurate and timely maintenance of the HR database including inputting and retrieving information and the production of a range of reports.
16. To undertake, administer and complete all routine documentation relating to the employment of members of staff.
17. To maintain and contribute to the development of procedures for the systematic production, retention, retrieval, transfer and disposal of records and/or information.
18. To assist with the administration processes of the College's payroll, pension and benefits schemes working within the published deadlines and in collaboration with external suppliers.
19. To deal professionally and confidentially with routine enquiries from internal and external customers as required and assist the HR & Recruitment Advisor as required.
20. 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.
21. To promote and adhere to policies and procedures relating to Health & Safety and Safeguarding.
22. To ensure College policies and procedures are applied consistently in all areas of work.
23. To provide support and cover to the wider HR Directorate as required.
24. To provide support to other areas of the College as required.
25. 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.
26. To promote and adhere to the College’s Safeguarding Policies and Procedures.
27. To promote and adhere to the College’s Health & Safety Policies and Procedures.
28. To manage student conduct in accordance with College policies.
29. The active promotion of and commitment to best practice in equity, diversity & inclusion.
30. 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.
31. 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 other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* 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 EQUITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Professional Development & HR Assistant** | | | |
|  | **Essential** | **Desirable** | |
| **Qualifications** |  |  | |
| Educated to degree level or equivalent |  | X | |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  | |
| Graduate or equivalent in relevant subject area e.g. Business Studies/Administration, Human Resources |  | X | |
| Current driving licence | X |  | |
| Willingness to train as a First Aider | X |  | |
| **Experience & knowledge** |  |  | |
| 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 Equity, Diversity & Inclusion initiatives | X |  | |
| Experience of working in an education environment |  | X | |
| Experience of working with financial data and reporting on budget allocation/spend. | X |  | |
| Experience of negotiating competitive terms with suppliers | X |  | |
| Previous experience of coordinating training programmes and collating participant feedback. |  | X | |
| Coordination of internal committees | 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 |  | |
| Experience of using MS Forms to support key workflows and enhance user experience of key systems |  | X | |
| Experience of AI systems such as Copilot to enhance working practices and user experiences. |  | 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 |  | |
| Ability to demonstrate and promote College Values. | X |  | |
| Ability to positively challenge others while maintaining effective relationships with other staff and managers across the organisation. | X |  | |
| Excellent time management and organisational skills | X |  | |
| Ability to simultaneously work on events/projects and across the breadth of professional development and HR. | X |  | |
| To be able to work at pace and maintain accuracy | X |  | |
| Take 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 |  | |
| Ability to be a positive ambassador for the HR function and college as a whole | 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