



DEAN CLOSE FOUNDATION

Post:	HR Administrator
Line Manager:	HR Manager - Administration
Hours of Work:	9-5pm, 37.5 hours per week, 52 weeks per year
Contract	6-month Fixed Term Contract
Salary:	£25,800
Location	Dean Close Foundation, Dean Close House

The Role

We are looking for a Human Resources Administrator to join our team to maintain and update employee records, as well as manage various HR processes with good administrative skills, a proactive and positive approach and a strong sense of accountability. The HR Department is based in Cheltenham and consists of an HR Director, HR Manager, Recruitment Manager, Learning and Development Manager, HR Database Administrator and three HR Administrators. The HR Administrator reports into the HR manager – Administration.

Duties

Under the supervision and guidance of the HR manager – Administration, we are looking for a positive and adaptable person to complete the following duties:

Administration

- Completing a variety of HR administrative tasks for the complete employee lifecycle, including recruitment, onboarding, probations, parental leave, absence, variations and terminations.
- Ensuring that records are kept in accordance with legal requirements and with regard to Data Protection legislation
- Drafting of contracts, new starter packs and variation letters
- Managing the HR Inbox and dealing with queries where possible or forwarding them to another member of the team
- Be the first point of contact for HR queries via phone, email and face to face adopting a warm, professional and collaborative approach.
- Administration and maintenance of statutory recruitment processes including the DBS process for staff, volunteers, casual and third-party staff
- Assist the HR Director on Project work as and when required
- Assist the Recruitment team as and when required
- Attend meetings when required to take minutes, including Employee relations meetings
- An understanding of employment law is helpful in ensuring the HR department conforms to these is key.
- Forming and maintaining employee records
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken

Person Specification

- Previous administration experience essential
- HR Administrative experience preferred
- Flexible approach to changing workload and desire to complete work on time.
- Positive outlook and can-do attitude
- Team player, able to help
- Attention to detail is essential
- Personable, proactive and interactive approach

Terms and Conditions

- Holiday entitlement is 25 days per annum plus Bank Holidays, (3-4 days must be retained for the close down period between Christmas and New Year when the Schools close.
- Health Care cash Plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pension scheme

All staff are expected to

- Work towards and support the Dean Close Foundation's Values, vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Please use TES Quick Apply. Any queries regarding the role should be submitted to recruitment@deanclose.org.uk or applicants must complete a Dean Close Foundation application form in order to be considered.

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.