



Unlocking potential, changing lives

Job Title	HR Administrator (Maternity Cover)
Location	Skipton, multi site
Rate of pay	Craven College Harmonised Scale
Post No	B287

JOB PURPOSE

To support the Human Resources Department in the delivery of an effective and efficient recruitment, onboarding service, and administrative HR function.

To act as the first point of contact for the HR team, ensuring queries are dealt with promptly and efficiently.

To maintain confidentiality at all times, in dealing with all matters within the team, and adhering to General Data Protection Regulations (GDPR).

To set up and maintain electronic systems and processes and utilise social media and innovative administration and recruitment methods.

KEY RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

Recruitment, On-Boarding and Induction

- To coordinate an end-to-end comprehensive recruitment and on-boarding process, ensuring full legal compliance, in recruitment practice, in line with right to work and DBS checks and all internal requirements in line with Safer Recruitment are complied with, e.g., references;
- Manage all College job postings, including the utilising of social media to process internally and external vacancies
- Proactively working with recruiting managers on campaigns including the interview and testing process;
- Ensure all statutory and compliance checks are completed, in line with Right to work regulations, DBS and risk assessments, to ensure the safeguarding of students across college.





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- Record, collate applications and maintain candidate information, communicating with candidates as and when required;
- To ensure all Induction dates are booked, with Heads of Dept scheduled for the academic year
- Ensure all new appointments are booked onto an Induction session
- Compiling offer letters, contracts of employment for both internal and external appointments
- Maintaining and updating the HR/Payroll database, with new appointments and internal changes
- To act as first point of contact for the sourcing of agency workers, ensuring all the necessary checks are in place

Staff Development

- Ensure all Mandatory Training is scheduled and completed, working with the supplier, and the HR Systems and Data Officer, for the most effective reporting and reviewing of compliance
- Support the Head of HR with Staff Development administration for Business Support Teams, including the booking of courses, and CPD
- Staff Development Days to work with the Head of HR and in conjunction with the Quality Team on the administration of Staff Development days

HR Compliance

- Ensure all required documentation is returned from employees, e.g., contracts of employment; conflict of interest
- Ensure Managers return of Probation Reviews, PDRs and return to work interviews
- HR Administrative Duties
- Daily monitoring and management of the HR inbox
- Support the HR team to deal with general HR queries from staff, promptly, efficiently and with confidentiality





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- Organise, coordinate and support meetings, as determined by the Head/Director of HR
- Deal with HR correspondence, maintain online filing systems
- Work in close liaison with the HR team as an effective team member to improve systems and maintain high quality standards
- You will be expected to be fully conversant with the College's range of equality and diversity and safeguarding policies and procedure to ensure the health, safety and welfare of all learners and staff
- Participate in the College's appraisal scheme and undertake continuing professional development in line with the needs of the College

Any other duties commensurate with grade and status may be required. This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.



PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

Essential Requirements

Good standard of numeracy and literacy	Application/Interview/ Test
Organised with effective time management skills	Application/Interview
Demonstrable experience of utilising Microsoft office suite/IT software to generate creative documents (e.g. templates, adverts etc.)	Interview/Test
Experience in utilising social media in a creative way;	Interview/Test
Ability to communicate effectively with all key stakeholders including line managers, employees, recruiters etc.;	Application/Interview
Keen interest in a HR/ people focused related role;	Application/Interview
Willingness and ability to work cohesively as part of a small team;	Application/Interview
Ability and willingness to work both under supervision and using own initiative;	Application/Interview
Ability to work flexibly and on own initiative to meet the needs of the College;	Application/Interview
Ability to follow instructions, procedures and guidelines with accuracy and high attention to detail;	Application/Interview/Test
Ability to create and maintain standard templates for record keeping and maintain relevant records and documentation accurately;	Interview
Ability to work under pressure;	Application/Interview
Willingness and ability to undertake further professional development linked to the curriculum and College needs;	Application/Interview



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Desirable Requirements

- Previous experience of working within a HR environment
- Previous experience of recruitment and selection
- Relevant CIPD qualification (Level 3) or willingness to work towards
- Previous experience of utilising HR databases

CONDITIONS

This is a fixed term post to cover maternity leave, initially up to 12 months or sooner on return of the substantive post holder

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post





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VISION, MISSION AND VALUES

Vision: To be exceptional in everything that we do
Mission: Proudly serving our communities by delivering high quality education and training
Strapline: Unlocking potential, changing lives Unlocking potential

Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

- 1.0 We are ambitious for our students and staff, striving for excellence in all we do
- 2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
- 3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
- 4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

