

Job Description

JOB TITLE:	HR Coordinator
GRADE:	Support Staff Grade H
REPORTS TO:	HR Business Partner
CAMPUS:	BCA and Langley
JOB PURPOSE:	As a key member of the HR Department, this role will provide proactive and highly organised administrative support to the team.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

Main Duties

1. Core HR and Payroll Administration

- Input contractual variations and staff absences into iTrent and coordinate with the Payroll Manager.
- Handle exit procedures, calculate remaining annual leave, issue acknowledgement letters, and process departures in iTrent.
- Monitor the HR inbox, answer incoming phone calls, filter or sort post and escalate complex queries to HR Business Partners.
- Maintain physical and digital employee records in compliance with GDPR guidelines.
- Handle incoming and outgoing reference requests.

2. Executive and Meeting Support

- Manage weekly status reports or submissions for the Executive Team and execute required follow-up tasks.

- Record notes and actions during assigned meetings.

3. Secondary and Peak period Support

- Assist the recruitment team with new starter paperwork, DBS checks, references and initial iTrent setups during busy seasons.
- Provide ad-hoc project support to HR Business Partners on HR Projects as required.

4. General Duties

- Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- Be responsible for safeguarding and promoting the welfare of students.
- Maintain student morale and discipline within the college site.
- Through CPD ensure you keep up to date with relevant industry and academic development.
- Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION – HR Coordinator

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English (or equivalent).	X		AF
L2 Maths (or equivalent).	X		AF
Level 3 CIPD or equivalent qualification.		X	AF
EXPERIENCE			
Experience of administration work.	X		AF / IV
Experience of Human Resources administration.		X	AF / IV
Experience of using a Human Resources IT system (please state on application form which one).		X	AF / IV
Experience of working in an educational environment.		X	AF / IV
Knowledge of general office practices and procedures.	X		AF / IV
Experience of producing letters and documentation using information technology.	X		AF / IV
Experience of prioritising workload, time management and dealing with conflicting priorities.	X		AF / IV
SKILLS, KNOWLEDGE AND ABILITIES			
Excellent time management & organisational skills with the ability to work flexibly to meet targets and deadlines.	X		AF / Test
Good problem-solving skills with ability to use own initiative.	X		AF
Proficiency in using Microsoft packages e.g. Outlook, Word, Excel, Powerpoint.	X		AF / Test
Proven ability to be methodical and meticulous attention to detail e.g. data input, correspondence.	X		AF / Test
Excellent verbal and written communication skills for in-person, telephone calls, email, letters etc.	X		AF / Test
Demonstrated commitment to confidentiality and GDPR compliance, ensuring sensitive information	X		AF

is managed and shared securely and appropriately.			
Proven ability to work effectively as part of a team.	X		AF

KEY:

- Evidence of all the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test/Presentation