

JOB DESCRIPTION

JOB TITLE	HR Coordinator – Maternity Cover
SALARY:	Support Staff Scale H
HOURS:	37 hours per week, Monday to Friday
DEPARTMENT:	HR Department
CAMPUS:	BCA and Langley

JOB PURPOSE:

As a key member of the HR Department, this role will provide proactive and highly organized administrative support to the team.

The main responsibilities and duties of this post include:

- Taking ownership of administrative changes required for payroll and inputting into iTrent including contractual variations and staff absences, liaising with the Payroll Manager as required.
- Taking responsibility for processing leavers including issuing acknowledgement letters, calculating outstanding annual leave and actioning on iTrent.
- Managing the HR Inbox in a timely manner and escalating queries to the HR Business Partners as necessary.
- Managing the weekly submission to the Executive Team and taking the required follow-up actions.
- Taking meeting minutes.
- Maintaining personnel files in accordance with GDPR requirements.
- Answering telephone queries and sorting the post.
- Responding to reference requests
- During peak periods, supporting the recruitment team when required with new starter paperwork, onboarding, DBS checks, obtaining references and adding new joiners to iTrent.
- Supporting the HR Business Partners with projects as required.

The right candidate for this role will:

- Be an experienced administrator with strong organisational skills.
- Be able to use their initiative and work independently.
- Be a friendly team player who is willing to help others.
- Have good verbal and written communication skills.
- Have discretion and sensitivity.
- Able to travel to both BCA and Langley campuses.

- Have flexibility.
- Have excellent attention to detail.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

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](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

December 2024

PERSON SPECIFICATION

HR Coordinator

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
5 GCSEs A-C (4-9) Grades including Maths and English or equivalent.	X		AF
Level 3 CIPD or equivalent qualification.		X	
EXPERIENCE			
Experience of administration work.	X		AF / IV
Experience of Human Resources administration.		X	AF / IV
Experience of using a Human Resources IT system.		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 / 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		IV
An appreciation of the importance of confidentiality and an appropriate approach to sharing information in accordance with GDPR.	X		IV
Proven ability to work effectively as part of a team.	X		IV

KEY:

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