

**Title of Post:** HR Administrator

**Reports to:** Head of HR

**Accountable to:** Registered Manager

**Job Summary:**

The postholder will support the efficient and responsive HR service to prospective and existing employees of the The Chaseley Trust. The postholder will be the first point of contact for the HR Department and, as such will be expected to maintain high standards of courtesy, discretion, and confidentiality at all times. The postholder will be the administrative lead on all aspects of HR work with responsibility for Recruitment and Selection, Pre-Employment Clearances and Onboarding of all new employees across the group, alongside other HR and payroll administrative duties.

**Main Duties:**

**Recruitment and Onboarding**

- 1 Providing administrative support for all aspects of recruitment including maintaining accurate and updated Job Descriptions to support the high level of recruitment activities across the Trust, posting vacancies online and supporting managers with interviews
- 2 Providing administrative support for all pre-employment clearances, in accordance with established procedures to ensure compliance with CQC requirements, including DBS/Right to Work in UK/Professional Registration and Qualifications Checks
- 3 Responsible for the verification of identification documents of new employees and for processing their DBS clearances
- 4 Draft and send conditional offer letters of employment to successful candidates and all other documentation
- 5 Organising Departmental Induction for new employees, including ID, uniforms, access to IT Systems
- 6 Support new employees to access email, policy platforms and mandatory e-learning
- 7 Provide Payroll and Rota with relevant information
- 8 To lead on the day to day administration for employee's uniforms, to include but not limited to ordering, stock control, financial administration, seeking support as required from the wider team

**Human Resource Administration**

- 1 Carry out general administration tasks for the HR Department and payroll, as required
- 2 Schedule meetings and send out invites to relevant parties.
- 3 Provide administrative support at meetings as required by taking and producing minutes to the highest standards and ensuring they provide a true reflection of the meeting
- 4 Support HR colleagues and managers in the provision of employee training and development as requested
- 5 Respond to reference requests for current or ex-employees and volunteers,

- 6 Ensure all HR Systems are up to date, and copies of all documents are filed electronically
- 7 Issue Annual Employee Declaration and log all responses
- 8 Ensure DBS reminders are sent to employees to instruct them to complete their 3 yearly DBS updates, in accordance with The Chaseley Trust procedures
- 9 Maintain up to date DBS records for employees to ensure The Chaseley Trust maintains its CQC compliance
- 10 Ensure records of Right to Work checks are up to date to ensure continued compliance
- 11 To provide a proactive and professional HR customer service to managers and staff in person, via email or other written correspondence and over the phone
- 12 Ensure that employee data is captured in a timely, accurate, and consistent manner and that integrity is maintained through regular audit reporting
- 13 Record all absences to maintain an accurate history and calculate the Bradford Factor
- 14 Issue and chase-up Return to Work in UK paperwork following all sickness-related absences
- 15 To manage multiple mailboxes, ensuring emails are responded to in a professional and timely manner, and be an active member of the HR team phone line
- 16 Maintain an accurate record of staff changes and leavers
- 17 Produce organisation charts and flow charts showing responsibilities as required

### **Probation and Appraisals**

- 1 Support managers in ensuring that all probationary clearances are completed within the time specified
- 2 Ensure that all returned probationary clearances and appraisals are electronically record onto the relevant HR System.
- 3 Notify the Head of HR of any employee who has not had their annual appraisal completed and support in completing
- 4 Support line managers and supervisors to ensure that supervisions are completed and timely and are updated on the matrix

### **HR Systems**

- 1 Be the primary contact for queries on the HR system for employees queries and training provisions
- 2 Always ensure accuracy and data protection compliance on the above systems and records
- 3 Ensure that all new employees' details are recorded on the HR Systems as required
- 4 Ensure that all new employees' personnel files are stored electronically and maintained in accordance with procedures to meet regulatory requirements
- 5 To support periodic auditing of records and employee information
- 6 To identify continuous improvement opportunities

## **Education and Training Responsibilities**

- 1 To support the administrative processes for induction, training and development
- 2 Monitor completion of e-learning and other mandatory training and chase non-compliance
- 3 Provide weekly and monthly reports on training compliance and other statistical analysis
- 4 To support the development and delivery of training

## **General**

- 1 To assist with completing Reception duties where appropriate
- 2 To work flexibly within the team, assisting with phone enquiries, general filing and typing of correspondence on a daily basis
- 3 Maintain all confidential information appropriately
- 4 Handle requests effectively with advice and assistance within the scope of the role or referring them to colleagues appropriately
- 5 To participate in team meetings and other activities involving all staff within the Human Resources Department
- 6 To contribute actively to quality improvements and the development of the Human Resources customer service experience
- 7 To provide mutual support to other staff in the department for project work as required during busy periods
- 8 Promote the business of the Chaseley Trust in a professional manner ensuring an open and welcoming approach is adopted and that good customer care is exercised at all times
- 9 To abide by all policies and procedures
- 10 Complete all mandatory training
- 11 Participate in Performance & Development Reviews and Supervision meetings
- 12 Any other duties as required by management

## **Safeguarding**

Chaseley Trust is committed to safeguarding and promoting the welfare of vulnerable adults, employees and volunteers. All offers of employment with the trust are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS. Please note that under the GDPR, by making your application, you are consenting to Chaseley Trust processing and retaining your personal information for the purposes of the application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Chaseley Trust to process your application any further.

## **Final Statement**

Please note, irrespective of the post held, and at all times you are responsible for the health and safety of yourself, colleagues, Residents and visitors.

This job description will be agreed between the jobholder and the officer to whom he/she is accountable.

It is a reflection of the present position and will be subject to review and alteration in the event of any future development within the Chaseley Trust. It will be used as the basis for the determination of objectives.

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Please sign and return one copy to HR.

Job Holder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HR Administrator Person Specification

<u>Attributes</u>	<u>Essential</u>	<u>Desirable</u>
Physical Requirements	Fit and able to meet the requirements of the job description. Smart appearance.	
Professional & Educational Qualifications	HR background	CIPD Qualification
Knowledge & Skills	Good knowledge of Microsoft Office especially Word & Excel. Good office practices including clerical and filing. Excellent telephone manner Effective communication skills, written & verbal. Experience of working within a HR administration function. Knowledge of employment law including 'Right to Work' documentation would be desirable. Knowledge of care home legislation	
Special Aptitudes	Resourceful. Tenacious. Pays attention to detail. Good organisational skills.	
Work Experience	Human resources (4 years)	
Personality Requirements	Ability to maintain confidential information. Ability to work under pressure. Ability to use initiative. Ability to work as part of a team. Friendly and approachable.	
Other Requirements	Ability to work flexible hours. Wide range of interests. Availability to cover holidays of other admin staff.	