



Job Description

Job Title:	HR & Business Systems Coordinator
Reports to:	Human Resources Manager
Department:	Business Support
Hours	22.5 hours per week, 52 weeks pa
Salary:	£31,871pa FTE

Overall Purpose

To contribute to the delivery and long-term development HR functions and business systems, providing support to strategic business areas in accordance with our organisational values:

Equality

Empowerment

Respect

Sustainability

Core Duties

Responsibilities:

Recruitment

- Support systems and processes to enable the effective recruitment and selection of staff. Including:
 - The administration and facilitation of recruitment campaigns.
 - Reviewing Job descriptions and adverts and advising on improvements and efficiencies
 - Placement of vacancies and co-ordination of the selection process
 - Preparation of starter paperwork and pre-recruitment checks.
 - Calculating holiday entitlement, onboarding, DBS evidence checks, and new starter induction / identity cards.

Payroll

- Provide strategic support to the business payroll process working with the Director of Corporate Services, including identifying salaries for roles and processing annual payroll updates.
- Support the HR administration of the monthly payroll process including contract amendments, processing new starters / leavers and absence monitoring information.
- Co-ordinate with payroll for salary preparation.

General Administration

- Maintain the Single Central Record ensuring it is accurate and in accordance with KCSIE, making improvements where necessary.
- Assist with the development and creation of college policies and procedures and monitoring systems, to ensure compliance with guidance and legislation.
- Work with managers within nominated area to ensure staff training and development is

planned, up to date and recorded accurately.

- Deliver and maintain processes which support the absence management and the welfare call back system, looking at ways this can be made more efficient and make recommendations.
- Produce employment contracts and contract amendments.
- Deliver and maintain the recruitment tracker process.
- Produce a range of HR related paperwork and generate letters as required.
- Process staff leavers.

General Support

- Support the HR Manager and SMT in the development and implementation of HR policies and business systems, delivering efficiency across the organisation
- Produce key data reports in order to aid the decision making processes and demonstrate organisational improvements.
- Update HR and business procedures to maintain compliance with employment legislation and best practice.
- Provide data for and prepare management information reports for HR Manager or SMT.
- Respond to employment reference requests.
- Provide a point of contact for general HR enquiries.
- Provide data for and prepare management information reports monthly.
- To assist with ensuring compliance with all GDPR regulations.
- Any other duties as required.

General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.
- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

Person Specification

Education & Qualifications

Attribute	Criteria	Evidence
Level 3 relevant qualification in HR or Business related area.	Essential	App Form Certs
English at Level 2	Essential	App Form & Certs
Maths at Level 2	Essential	App Form & Certs

Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Worked within a HR department, using HR data systems, inputting data and maintaining records.	Essential	App Form & Interview
Experience of providing HR support and advice to employees and line managers on areas within remit of role. Experience of advising senior staff.	Essential	App Form & Interview
Demonstrates that they can understand and implement policies and procedures.	Desirable	App Form & Interview
Experience of providing HR administrative support in a key area such as recruitment or staff development	Essential	App Form / Interview & Test
Experience of using computer software packages such as Microsoft Office (including Excel) and Sharepoint	Essential	App Form / Interview & Test
Able to work autonomously and also in a team whilst working with competing demands	Essential	Interview
Able to demonstrate attention to detail to record information both accurately and consistently.	Essential	Test
Experience or knowledge of working with payroll for monthly salary changes	Essential	Interview Test

Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Able to communicate with third parties with tact and discretion.	Essential	App Form & Interview
Good written and oral communication skills including email and telephone.	Essential	App Form & Interview
Appreciates and understands the requirement of confidentiality in dealing with all HR and training issues.	Essential	Interview
A highly motivated, enthusiastic and effective communicator, capable of conveying clear information.	Essential	Previous job experience
Resilient and able to work in an organisation that is undergoing change due to development and growth.	Essential	Previous job experience
Uses judgement to know when to ask for help and guidance.	Essential	Interview
Proactive and suggests new ideas.	Desirable	Previous job experience

Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service/business needs.