

Job Description

Job Title:	HR Administrator (Recruitment & Transactional)
Responsible to:	Group HR Manager - Transactional
Functional Liaison with:	All employees, Chief People Officer, HR Team, New Starters, Line Managers, Payroll and Finance Teams
Main Purpose:	To be the first point of contact for staff and assist the Recruitment Team with on-boarding and HR administration. The role will support the college in attracting, developing and retaining a high performing workforce, which supports the Group's strategic aims and ensures expert advice and support on all HR matters.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Assist the team with the smooth running of our recruitment process, including supporting with arranging interviews and liaising with candidates.
- Administration of pre-employment checks for new employees, including; processing DBS checks, requesting references and issuing contracts of employment.
- Verify references, qualifications, and employment history for all prospective employees.
- Arranging and conducting inductions for new starters.
- Building good relationships with all employees (prospective and current) and Managers, to provide proactive and customer-focused HR support.
- Provide coaching and guidance to Managers and employees how to use our HR systems, when required.
- Handle various transactional administrative tasks, including maintaining employee records, processing new hire paperwork, and updating HR databases.
- Assist with the onboarding process, ensuring all necessary documentation and compliance requirements are met.
- Prepare and distribute HR-related correspondence, such as offer letters, contracts, and employment confirmations.
- Support the HR team with general administrative duties, such as filing, data entry, and responding to inquiries.
- Ensure the Single Central Records for our colleges are up-to-date and compliant.
- Manage general administration on the entire lifecycle of an employee, from new employee, contract variations to leaver status.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	• GCSEs or Equivalent in English and Maths. • Good standard of literacy and numeracy.	• CIPD Level 3 or working towards.	I,A,
Knowledge and Skills	• Ability to work accurately under pressure. • Ability to use own initiative and work without close supervision. • Excellent organizational and time management skills, with a keen attention to detail. • Proficient in Microsoft Office Suite and HR information systems.	• Experience of working on iTrent.	A,I,P
Experience	• Experience of working within an administrative role.		A, I,
Personal Qualities	• An organised, methodical and flexible approach to work. • Self-motivated and able to work on own initiative. • Enthusiastic approach to working as part of a team.		A, I,
Training	• Willingness to attend, undertake any training or development as, or when appropriate. • Commitment to continuing personal development through continual professional learning.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 24 days, plus public holidays, raising to 29 days on completion of 5 years' service, pro rata for part time working.
2. New appointments to the College are subject to a twelve-month probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.



Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.