



Job Description

HR Administrator

Line Manager/Reporting into:	Northern Europe HR Manager
Contract Type:	Full Time, Fixed-Term (3 months)
Working Hours:	40 hours per week
Closing Date for Applications:	9am on Monday 14 February 2022
Start Date:	As soon as possible

Inspired are seeking to appoint a **HR Administrator** to join our Northern Europe HR team on an initial 3-month, fixed-term contract.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://www.inspirededu.com)

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The opportunity to add real value from day one
- Strong growth opportunities
- Being part of a global professional community
- A collaborative team and environment
- A culture of excellence
- A rapidly growing business
- The opportunity to be at leading edge of educational development practice
- Competitive package

ROLE SUMMARY & JOB PURPOSE

We are looking for a highly organised, committed and experienced Human Resources Administrator to join us in a fast-paced environment, with a great opportunity to develop your knowledge and skills. The successful candidate will support the Northern Europe HR Manager in the provision of a high-quality, efficient HR service. The Human Resources Administrator will work flexibly across the UK sites (London and Wokingham), as necessary. They will also have a genuine desire to work in the Education sector.

ROLE RESPONSIBILITIES

Principle Responsibilities

Recruitment

- Support the recruitment of academic and non-academic staff.
- Place vacancy advertisements and respond to communications from candidates.
- Ensure the school websites provides accurate information on vacancies and that relevant documents on the vacancies page are up to date by liaising with the Northern Europe HR Manager.
- Track applications, prepare shortlisting packs and invite candidates for interview.
- Apply for references and make follow-up calls to referees.
- Produce and issue interview programmes and individual interview timetables for all staff involved in the process.
- Make any necessary arrangements for candidates such as visitor parking, school tours, lunches, accommodation, and reimbursement of expenses as appropriate.

- Support interview arrangements on the day, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments.
- Be responsible for checking and processing Disclosure and Barring Service (DBS) applications.
- Be responsible for the administration of new starter paperwork for the successful candidate.
- Ensure all new staff are issued with appropriate induction and probation documentation.

Employee Records

- Ensure that the Single Central Record of Staff is kept up to date at all times and in accordance with the DBS Code of Practice and Keeping Children Safe in Education.
- Ensure that all other employee records in the school's databases (iSAMS and SuccessFactors) are accurate and updated when required.
- Update all staff files, both electronic and hard copy as required.
- General filing and shredding.

Operational HR

- Keep up to date with changes in employment law, guidance and best practice and inform as necessary.
- Oversee the HR Information System, Success Factors.
- Answer and deal with day-to-day enquiries (both internal and external) in a timely and efficient manner.
- Ensure the completion of new starter paperwork and set up new files.
- Ensure the completion of leaver paperwork, arrange exit interviews and archive files as necessary.
- Ensure all probationary periods are diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers.
- Support the preparation of documentation for internally promoted staff.
- Assist with other HR projects where required.
- Administer absence requests including annual leave and special leave in line with school policy.
- Administer the Return-to-Work process and produce absence reports as required.
- Monitor staff absences and oversee referrals to Occupational Health.
- Ensure that regular, consistent and timely information and instruction is given to the Northern Europe HR Manager.

PERSON SPECIFICATION

Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at interview.

Key

Person Specification:	E: Essential	D: Desirable
Demonstrated in one or more of the following:	A: Application Form	R: References
	I: Interview/selection process	

Qualifications

		E	D	A	R	I
1.	Educated to A Level or equivalent		✓	✓		
2.	Minimum GCSE or equivalent in English and Mathematics	✓		✓		
3.	Evidence of further professional study		✓	✓		

Knowledge & Understanding

		E	D	A	R	I
1.	Knowledge and understanding of current employment law and current good practice in HR		✓			✓
2.	A commitment to professional development of self and others	✓		✓		✓

Skills

		E	D	A	R	I
1.	Evidence of high-level ICT skills including the use of spreadsheets	✓				✓
2.	Evidence of excellent communication skills – both written and verbal	✓		✓		✓
3.	Excellent interpersonal skills. Ability to work both collaboratively and independently.	✓		✓		✓
4.	Excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload	✓		✓		✓
5.	An understanding of the importance of the need for confidentiality	✓				✓

Experience

		E	D	A	R	I
1.	Experience of working within Human Resources	✓		✓		
2.	Experience of working in an educational environment		✓	✓		
3.	Experience of using human resource information systems (database)		✓	✓		

Personal Attributes

		E	D	A	R	I
1.	Capacity to inspire, with a positive, pro-active, solution focused 'can do' attitude	✓				✓
2.	Ability to engage and motivate others and work effectively and positively with young people	✓				✓
3.	Ability to listen effectively and be sensitive to others	✓				✓
4.	Ability to cope well under pressure and meet deadlines	✓				✓
5.	Recognition of the importance of personal responsibility for health and safety	✓				✓
6.	Demonstrable commitment to the safeguarding of pupils and child protection	✓				✓
7.	Demonstrable commitment to equal opportunities	✓				✓
8.	Commitment to the School's ethos, aims and whole community	✓				✓

HOW TO APPLY

An application/information pack can be downloaded from [School Vacancies & Positions | Fulham School](https://www.reddamhouse.org.uk/contact/current-vacancies), <https://www.reddamhouse.org.uk/contact/current-vacancies> or TES. Alternatively, for further details please contact Gemma Hanmore, Northern Europe HR Manager – Gemma.Hanmore@inspirededu.com

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.