

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	HR Officer (Recruitment, Training and Payroll)
Job Purpose:	To provide effective and efficient administrative support for the Staff Development and Recruitment Manager and the HR Director
Accountability to:	Staff Development and Recruitment Manager (primary) HR Director (secondary)
Responsible for:	No staff

Key Responsibilities and Key Tasks:

1. Support the Staff Development & Recruitment Manager to provide an efficient and timely recruitment service

- a. Assist with the administration of the day-to-day operation of the Recruitment Service.
- b. Upload job adverts to database and other advertising platforms.
- c. Respond to applicant enquiries as and when required.
- d. Process applications for the shortlisting process.
- e. Undertake pre-employment checks including Disclosure and Barring Service (DBS) checks, Occupational Health, references and right to work checks on new members of staff (including volunteers, coaches etc.), in accordance with regulations.
- f. Monitor and maintain the Single Central Record.
- g. Keep abreast of changes in Safer Recruitment procedures.

2. Support the Staff Development & Recruitment Manager to maximise staff potential through the provision of effective staff development

- a. To provide administration and contribute to the day-to-day effectiveness of staff development.
- b. Maintain records for all staff in Safeguarding/Prevent/E&DI/GDPR training.
- c. Maintain compliance training for fire warden, mini-bus, first aid, Food Hygiene and arrange training as necessary.
- d. Co-ordinate the timely induction of new staff.
- e. Assist with INSET days, S7 and other external training events hosted by the college.
- f. Manage the staff development database.
- g. Database entry and administration for Staff Development training applications.
- h. Processing of invoices and travel claims including follow up of queries.
- i. Update appraisal system on a yearly basis with reference to staff changes.



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The College of Richard Collyer

3. To provide effective administrative support for the HR Director for post-recruitment and Payroll

- a. Input application data for new employees, including checking that all pre-recruitment information and documentation is complete.
- b. Create new posts and line management structures in Cintra and update the Cintra organisational chart.
- c. Raise starter forms for HR.
- d. Assist the HR team with completing the spreadsheets for starters, changes, and leavers.
- e. Assist the HR team with collating information for the monthly college payroll by the agreed deadlines.
- f. Calculate claim forms for additional hours for both teaching and support staff.
- g. Assist the HR Director with updating the NSP spreadsheet for teachers and the support staff payroll spreadsheet monthly.
- h. Assist HR with salary queries from staff.

4. Any other duties

- a. Deputise for Staff Development and Recruitment Manager
- b. Undertake any other reasonable tasks, as required.

