**Human Resources Assistant**

**Full time, Permanent**

**£25,772 to £26,860**

*(Starting salary depending on qualifications, experience and skills)*

At Nescot we are recruiting for a **Human Resources Assistant** to become an integral part of our small friendly team. 37.5 Hours a week on site, all year round based in epsom.

Are you looking for your first step within Human Resources? We are able to give you the experience and opportunities you need to progress within a Human Resources career. Or are you already an Administrator and want to branch out into something different?

**What we are looking for:**

* Professional approach and ability to communicate with staff at all levels.
* Accuracy, flexibility and a great work ethic
* Super administration skills and attention to detail.
* Good IT skills and ability to support staff through self-service systems

**Duties include:**

* Dealing with the HR database systems
* Dealing with recruitment
* General HR administrative duties
* Make creative decisions regarding recruitment, knowledge of social media platforms and the confidence to put forward and research your ideas is important

No previous work experience in Human Resources is required but if you have just left University/College we do want to see evidence of your work experience, either paid or unpaid (other than any organised through your school, college or university).

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

There is the option to gain a relevant HR qualification whilst you are with us.

**Benefits:**

* 25 days annual leave + bank holidays
* Blue light discount card
* A discounted on-site gym, sports hall, Starbucks fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. At Nescot, we’re proud of our inclusive culture and we welcome all applications. This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Interviews will be held as and when candidates apply- *we reserve the right to close this sooner***

**Job Description**

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| **Position Details:** | |
| **Title:** | HR Assistant |
| **Department:** | HR |
| **Fraction:** | 1 FTE |
| **Status:** | Permanent |
| **Grade:** | NEL Grade 4 |
| **Child/Vulnerable Adult Contact:** | No |
| **Reporting / Department Details:** | |
| **Responsible to:** | Head of HR and people, Co-ordinators monitor daily tasks |

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| **Job Purpose:** |
| To provide a high quality support service to the Human Resources team and the College. Ensuring all tasks are carried out effectively and efficiently whilst maintaining absolute confidentiality at all times and dealing with issues of a sensitive and personal nature in a professional manner. |

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| **Main Duties and Tasks:** |
| 1. Responsible for the recruitment process. Liaise with cross college departments, prospective candidates and senior management in regard to vacant posts, collating all information required in order to advertise vacant posts and use the online Nescot applicant tracking system and other external recruitment digital sites to deal with recruitment candidates/administration. 2. To be creative and proactive in where to advertise and when additional interventions are required in order to ensure a good quality field of candidates limiting need to re-advertise and use of agencies. Use extensive social media platform knowledge to make creative decisions. 3. To assist chief people officer in ensuring value for money in all recruitment contracts and agencies. 4. To continue to review the applicant tracking system making suggestions for and following through improvements and changes to ensure the best possible experience for applicants 5. Assisting applicants to complete applications and use the applicant tracking system where required assuring a high level of customer service. 6. Meeting and greeting, escorting and organising interviewees whilst providing a positive experience of our recruitment process. 7. Liaises with external advertising platforms to monitor the effectiveness of recruitment advertising and to keep records on useful advertising/prospective candidate information for future use. 8. Ensures pre-interview documentation and checks are carried out prior to interview and assists team to obtain all pre-employment information. 9. Ensure all employment checks are carried out in line with Keeping children safe in education statutory guidance. 10. To act as first line support in the department by dealing with telephone, email and face to face enquiries. 11. Photocopying, scanning and electronic filing of documents as required. 12. Provides administrative support to the HR Department by maintaining accurate computerised records of all college staff and recruitment candidates and providing HR information or guidance to college staff as required. 13. Responsible for following the fixed term contract exercise yearly. 14. Deals sympathetically and professionally with staff who visit the Department and require support, directing them to the relevant HR personnel where necessary. 15. Responsible for the jobs email inbox and assist with the HR email inbox forwarding any that can be dealt with by other staff within the team, and brings urgent matters to the attention of the Head of HR. 16. Develops a good working knowledge of HR Policies and Procedures in order to respond to candidates, staff and managers 17. To produce and manipulate reports from the HR database 18. To assist in producing statistics and information relating to the work of the department as required. 19. Assists with checking claims for payroll and any other payroll changes. 20. Liaise with Volunteers working at the College to ensure all pre appointment information is gathered and saved on HR system and on personal file. 21. Assists in monitoring and updating of the Department’s intranet site on SharePoint and the information on onboarding. 22. Carries out and is actively involved in specific projects as directed by the HR Adviser, Head of HR and Chief People Officer. 23. Raise orders and process invoices on the College Finance system as required. 24. Carries out any other reasonable management requests. 25. Maintains accurate absence records on the computerised system for all staff, assists in identifying absence issues for referral and organises the documentation for the Occupational Health appointments. |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. |

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| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot Enterprises Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the within NEL. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | |

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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot Enterprises Health & Safety Policy are available on sharepoint   |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |
| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | * You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HOD Date: May 25  UPDATED BY: HR Date: May 25 |
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PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – HR Administrator** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience of paid or unpaid work experience  IT literate with high-level Microsoft Office skills with the ability and willingness to learn new IT skills  Evidence of accurate data input | A/I  A/T  T | Experience of working in Education  Experience of working within HR  Administration experience | A/I  A/I  A/I |
| **Skills and Abilities** | Confident using Excel  Able to communicate effectively (both in writing and in person) including ability to compose own correspondence  To have the maturity and interpersonal skills to support staff using our self-service systems.  Able to be accurate with great attention to detail  Able to deal with a high volume of administration efficiently  Able to organise and prioritise workload and meet deadlines  Ability to use own initiative and work independently  Able to respond to enquiries in a polite and courteous manner and have a high level of customer service skills  Able to work effectively as part of a team  Ability to maintain confidentiality  Sufficient numeracy skills to be able to accurately calculate basic calculations | T  A/I/T  I/T  I/A  I  I/T  I  I/T  I  I  T |  |  |

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| **Qualifications** | A minimum of a level 2 qualification in Maths and English | | | A |  | |  |
| **Personal Qualities** | An interest in working and progressing within Human Resources  Confidence to put forward your ideas and research alternative methods regarding recruitment and HR systems  Positive, enthusiastic and helpful manner  Work ethic of punctuality, attendance and flexibility  Professional appearance  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | A/I  I/T  I/T  I  I  A/I  A/I  M  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |