



APPOINTMENT OF HUMAN RESOURCES ADMINSTRATOR – REF 230175 BACKGROUND INFORMATION

The HR team comprises of nine staff who provide a professional HR and continuous professional development service to approximately 650 staff. In addition, PA support is provided to the Principal supporting corporate activities. The activities of the team are varied and key areas include:

- Recruitment and Selection
- Induction
- Absence management
- Appraisal
- CPD – Identifying training needs and delivering a comprehensive CPD programme
- Payroll, processing salaries, travel and other expenses for staff, pension returns and meeting all HMRC requirements
- Administration of two occupational pension schemes:
 - The Local Government Pension Scheme for support staff
 - The Teachers' Pension Scheme for teaching staff
- Staff surveys to ascertain the views and satisfaction levels of staff
- Reward and recognition strategies
- Communications including Staff Update, a weekly staff newsletter
- Employee relations involving co-ordinating the College's consultative body, the College Strategic Advisory Committee which comprises of staff representatives and consultation with UNISON, the recognised union for support staff and UCU, the recognised union for teachers
- General administration including contracts of employment, pre-employment checks, maintaining manual and computerised staff records and payroll administration
- Advice and guidance on employment matters to support the College's People strategy.

The College is a member of the Association of Colleges (AoC) which provides best practice guidance and advice on HR issues.

The work of the HR team is integral to support a staff culture where individuals feel appropriately involved, empowered, developed, supported and feel valued in their work at Runshaw. This role is key to provide a professional HR service and provide expert advice and support.

We seek recruit someone who shares our College values which inspire us all in our everyday work – when we created them we all had a voice in shaping our values and we're proud of what we came up with together; Dedication, Enjoyment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you're looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Tracey A Croft

Tracey Croft
Director of Human Resources
Croft.t@runshaw.ac.uk





JOB DESCRIPTION

JOB TITLE: Human Resources Administrator – Ref 230175

UPDATED: November 2022

RESPONSIBLE TO: Director of Human Resources

The description of key duties is a guide to the work that you will initially be required to undertake. This may be changed from time to time to meet changing circumstances and is reviewed in the appraisal process.

	KEY DUTIES
<p>Role Specific</p>	<ul style="list-style-type: none"> • Prepare new starter packs and contracts of employment and ensure all documentation is returned and filed. Monitor the new starter checklist • As part of the new starters process, co-ordinate pre-employment checks including: <ul style="list-style-type: none"> - References - DBS - Health - Qualifications - Right to Work • Ensure all HR data is maintained in line with the College’s Data Protection Policy and associated guidance which adheres to legislation and best practice requirements • Assist with the College’s appraisal cycle, recording completed appraisals • Respond to reference requests for current or ex-members of Staff • Record, update and dispose of both electronic and manual HR record • Monitor probationary periods, confirming when these have been successfully completed or extended. • Provide basic guidance on the college’ HR policies and procedures. • Support additional tasks required as a result of COVID such as risk assessments, contact tracing, liaising with the PHE etc





	<ul style="list-style-type: none"> • Manage the HR email inbox on a daily basis, ensuring all queries are answered and processed appropriately • Distribute mail, both internal and external
Quality	<ul style="list-style-type: none"> • Be actively involved in the College's continuous improvement culture
Liaison	<ul style="list-style-type: none"> • Work closely with the Payroll Co-Ordinator to ensure the correct payment of salaries • Work closely with Information Systems and IT Services to ensure HR support needs are met • Liaise with staff from Occupational Health, Employee Assistant Programme and other external delivers of HR services as required.
College Responsibilities	<ul style="list-style-type: none"> • Participate in appraisal and professional development activities as required • Value diversity and promote equal opportunities • Work within health and safety guidelines and be aware of your responsibilities for health and safety • Adhere to college policies and procedures, including Data Protection • Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines • Read, understand and apply the College Safeguarding procedures and ensure that the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out, especially regarding the employment and management of staff.





PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent or ability to operate at this level	E	Application form/Exercise
A Level 3 or higher qualification	E	Application form
A training/HR qualification	D	Application form/Interview
Demonstration of and a willingness to undertake appropriate Continuing Professional Development	E	Application form/Interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Successful experience of working in an administrative role	E	Application form/ Interview/Exercise
Excellent IT skills, including proficiency with Microsoft Office: Outlook, Word and Excel	E	Application form/Interview
Experience of using a database	E	Application form/Interview
Experience of working in a HR or training role	D	Application form/ Interview
PERSONAL SKILLS AND ATTITUDES		
Ability to deal with matters sensitively and confidentially	E	Interview
Organised, able to meet deadlines and can work with a high degree of accuracy	E	Interview
Display initiative, be positive and friendly	E	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Display energy and enthusiasm	E	Interview
Possess excellent communication skills	E	Interview





Ability to build and sustain strong relationships with people at all levels and be a strong team player	E	Interview
Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks





SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	Up to £21,129 p.a. dependent upon qualifications and competencies. Pay Award pending
WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week.
PENSION SCHEME	You are entitled to join the Local Government Pension Scheme. Further details are available at www.yourpensionservice.org.uk
HOLIDAYS	You will receive: 20 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August) 8 Bank and Public Holidays 4 extra Statutory Holidays 3 closure days should the College decide to close in the interests of efficiency This entitlement will be on a pro-rata basis for posts that are part-time and term time.
SAFEGUARDING	The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk .
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12 month probation period.





NOTICE	You may terminate your employment in writing by providing 6 weeks' notice except during the probationary period when it is 4 weeks' notice.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is midday, Friday 10th February 2023

It is expected that interviews will be held on Monday 20th February 2023

Approved: Tracey Croft

Date: 16/01/2023



Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

Work Life Balance

Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

Rewards and Perks

- Access to great discounts and cash back at major

- retailers, entertainment, travel, leisure and eating out at [//runshawrewards.co.uk](http://runshawrewards.co.uk) and [//discountsforteachers.co.uk](http://discountsforteachers.co.uk)
- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

Financial

Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

Pensions:

- Membership of a career average defined pension scheme, either:
 - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
 - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a



pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:
[//yourpensionservice.org.uk](https://yourpensionservice.org.uk)
[//teacherspensions.co.uk](https://teacherspensions.co.uk)

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost of living increases (this is considered on an annual basis).

Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

Health & Wellbeing

Counselling Service:

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

Employee Assistance Programme:

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

Health:

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!