

## JOB DESCRIPTION

Post Title: HR Administrator  
Responsible to: Head of HR

### Purpose of the Role

The postholder will be expected to:

- Provide high level administrative services to support the HR Team and wider organisation.
- To provide administrative support for the Vice Principal, College Services.
- To administer the HR and Payroll system to ensure that management information is up to date and available in relation to reporting requirements and system efficiency.
- To ensure the timely and accurate provision of data and reporting for the team.

### Duties

1. To provide administrative support to the Department and to respond efficiently and professionally to enquiries relating to the work of the Department from staff, management and the public
2. To maintain, update, develop and support the HR and Payroll system in line with the requirements of the College as well as best practice and internal developments.
3. To assist with validation, input, calculation and recording of monthly data, including timesheets and expense claim forms.
4. To assist with processing and monitoring employee changes, including starters, leavers and amendments to hours and salaries.
5. To produce & issue offers and contracts of employment, job descriptions, and changes to terms and conditions letters.
6. To assist the Vice Principal, College Services with the preparation of papers for all required meetings and Governing Board events as required.
7. To assist the Vice Principal, College Services and the Head of HR with the administration of Staff Development functions including Induction and online learning as well as staff briefing events and staff development days.
8. To maintain appropriate recording systems and process orders and invoices in respect of the Department's budget – ordering of consumable items and staffing related invoices including agency orders.
9. To support the HR team with the organisation of hearings, and interviews, this will involve booking rooms, arranging room facilities and facilitating any tests required. This will also include arranging hearings and meetings with managers and employees and to support the hearings themselves through the provision of notes.
10. To provide management information reports in relation to key HR performance indicators as required by the Vice Principal, College Services, College Management Team, Executive Team and Governing Board.

11. To assist with any duties as may be required in other departments in the College in providing a corporate College service.
12. To undertake appropriate staff development as agreed with the Line Manager to keep abreast of developments in the principal area of work.

### **General Responsibilities**

1. To share and demonstrate the values of the College and to take responsibility for ones own continuous and professional development.
2. To adhere to all College regulations including financial regulations and to ensure compliance with the Data Protection Act and Freedom of Information Act.
3. To be responsible for promoting and safeguarding the welfare of children and young persons that this post is responsible for, or comes into contact with.
4. To follow the requirements of the College Health & Safety Policy and the Equality & Diversity Policy and to maintain confidentiality in all aspects of College business.

### **Required Qualifications**

GCSE C, or equivalent, in Maths & English.  
Literacy and Numeracy to GCSE level or equivalent  
NVQ 3, or equivalent, in Administration

### **Knowledge**

Good working knowledge of Microsoft Word, Excel, Access  
Recent administrative experience  
Experience of producing, providing and analysing management information and reports from electronic systems

### **Key Skills**

Able to demonstrate:

- Ability to maintain confidential information
- Ability to maintain, update and report on a range of information
- Effective customer service, communication, and organisational skills
- Examples of having set up and maintained effective administrative systems and procedures

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

### **Variation to this Job Description**

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check. Further information about the DBS can be found at [www.gov.uk](http://www.gov.uk)