



LAGAN COLLEGE

Post Title: HR Administrator

Job Purpose: The HR Administrator will provide secretarial and administrative support, including recruitment activity, maintaining and updating HR records and assisting with the administration for Fair Employment Monitoring and Access NI background checks.

SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES

The Human Resources Administrator's responsibilities include, but are not limited to, the following:

Human Resources

- Assist with all aspects of the HR function of the College.
- Assist with all aspects of recruitment co-ordination and associated administration.
- Ensure all pre-employment checks are carried out promptly including references, qualifications and Access NI background checks.
- Ensure payroll are advised of all new starters, leavers and any changes in employment terms.
- Assist with staff general inductions and coaching model.
- Create and maintain accurate and up to date paper-based personnel files and on the SIMS personnel section of school database.
- Archive leaver's personnel files and ensure timely disposal of records in line with the Records Retention Policy.
- Create and update staff training records on the SIMS school database.
- Assist with administration for staff probationary reviews and annual reviews.
- Monitor the staff attendance system.

- Monitor annual leave.
- Collate sick absence returns, follow up on non-returns and input relevant data.
- Ensure collation of monitoring information for all vacancies and completion of necessary paperwork for the preparation of the annual Equal Opportunities Return.
- Assist in monitoring school policies reviews and updates.
- Assist with relevant paperwork and checks for peripatetic staff, external trainers and outside agencies.
- Assist with administration and paperwork for any staff matters.

General Administration

- Assist with the Principal's, Vice Principal's, Board of Governors and Board of Directors' administration.
- Assist the Senior Leadership Team with general administrative duties.
- Type letters, e-mails, reports, agendas and minutes.
- Assist the leadership team with the co-ordination of the SEAG Assessment and personnel.
- Assist with the administration of the Admissions process.
- Assist the office staff with general administrative duties, telephone calls and visitors to the school.

Other Duties

- Act as a Fire Warden (training provided, and additional payment received).
- Help maintain a safe and tidy working environment and kitchen area.
- Arrange and assist with hospitality at front of school events.
- Any other duties as may reasonably be expected in connection with this post.

The Board of Governors reserves the right to review this post on an annual basis, in consultation with the post holder, to ensure that all the roles and responsibilities comply with the needs of the College

PERSONNEL SPECIFICATION

The Board of Governors reserves the right to enhance the criteria to facilitate shortlisting.

The following are essential criteria which will initially be measured at the shortlisting stage and which may also be further explored during the interview/selection stage. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Essential Criteria

1. A minimum of 5 GCSEs, or equivalent, to include Maths and English at Grade C or above.
2. Proficient use all Microsoft Packages including Word, Excel and Outlook.
3. Ability to take detailed minutes.
4. A minimum of two years' recent experience of working in an administrative role.
5. Recent experience of HR administration/HR support work in an organisation.

The following are additional essential criteria which will be measured during the interview/selection stage.

1. Excellent communication skills both written and verbal.
2. Excellent organisational skills.
3. Quick thinking with a can-do attitude.
4. Understand the importance of confidentiality and be trustworthy with sensitive information.
5. Ability to work under pressure and meet deadlines.

Desirable Criteria

1. Experience of working in a school setting or in a childcare setting.
2. A Human Resource Qualification.

Hours	8.30 am – 4.15 pm (Monday to Thursday) 8.30 am – 4.00 pm (Friday) 36 hours per week Additional evening and weekend work if required e.g. for recruitment or meetings if required (for which Time Off in Lieu will be afforded).
Salary	NJC Scale Points 5-8 (£21,575 -£22,777 per annum)
Holidays	22 days' annual leave plus 12 statutory days per year
Pension	Contributory Pension Scheme (NILGOSC)
Probationary Period	6 months

The closing date for completed and signed application forms is Wednesday 7 December at 1pm. Application forms should be addressed to: The HR Manager, Lagan College, 44 Manse Road. Belfast BT8 6SA.