

CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

JOB TITLE:	HR Administrator		
DEPARTMENT:	HR within the People Division		
REPORTS INTO:	Head of HR working with HR Advisor and HRBP's		
ABOUT CITY LIT			
It is the Vision of City Lit to bring people together to enrich lives through learning.			
OVERVIEW OF THE JOB			
The role of HR Administrator is to support the HR team on the core administration responsibilities of the HR Department, ensuring an efficient and effective customer service. This role is a suitable entry-level role for HR.			
KEY RESPONSIBILITY	AREAS OF	KEY PERFORMANCE INDICATORS (KPIs)	
HR System and Payroll		<ul style="list-style-type: none"> • Ensure accurate production of all payroll activities, in line with payroll cut off dates. • Accurately process information on the HR system for starters and leavers. • First line for payroll queries working with Payroll team in Finance to support managers and staff with queries. • Ensure HR system is updated with all staff changes; working monthly with HR Team to quality check data. • Monitor the HR email inbox and respond to queries; monitoring issues and escalating patterns. 	
Recruitment and Selection		Supporting Recruitment within the College by leading on all administration including: <ul style="list-style-type: none"> • Arranging interviews and preparing relevant paperwork. • Taking a proactive approach in ensuring paperwork is returned promptly after interviews. • Ensuring the online Recruitment system and relevant spreadsheets are updated in a timely and organised manner. • Managing the external talent bank. • Tracking all recruitment campaigns and reporting weekly on deadlines so that the team are aware of cross College campaigns. • Working with HR Team to ensure all roles are advertised and feeding back on success of campaigns. 	
On-boarding		<ul style="list-style-type: none"> • Manage pre-employment checks through an online portal, monitoring daily to ensure completion in line with agreed timeframes. • Conduct proof of Right to Work in the UK checks ensuring you keep abreast of changes in Immigration rules. • Organise and support in arranging inductions, ensuring all communication is sent to staff in a timely manner. • Ensure all e-learning modules are sent to staff as per the agreed timeframes, monitoring completion and follow up accordingly. 	

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	<ul style="list-style-type: none"> • Taking part in face to face inductions as needed. • Work with the HR team to develop the use of systems and continuous improvement of the employee onboarding.
Other HR Administration	<ul style="list-style-type: none"> • Support the HR Team in drafting paperwork including probation confirmation and resignation acceptance letters, among others, for review. • Staff badge printing. • Scanning and securing conditional paperwork. • Monitoring inboxes, phone calls and day-to-day queries, escalating where appropriate. This includes responding to incoming reference requests for employees. • Note taking in formal meetings. • Processing and tracking invoice payments. • Assisting with processing and management of benefits (such as cycle to work scheme). <p>Any other tasks as required.</p>

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<ul style="list-style-type: none"> • Working knowledge of Microsoft Office 365, primarily the use of Word and Excel. • Proactive and enthusiastic, with the ability to work on own initiative and unsupervised. • Excellent communication and interpersonal skills when dealing with customers, colleagues and other stakeholders. • Accurate and excellent attention to detail. 	<ul style="list-style-type: none"> • Experience in a similar role desirable but not essential. • Excellent organisational and planning skills. • Experience of working in a busy environment, with the ability to cope with a high level of activity and changing priorities. • Must have absolute discretion when dealing with confidential matters.

KEY STAKEHOLDERS/CONTACTS
<ul style="list-style-type: none"> • HR team • Finance Team • All staff across the College

Hours/Days of Work:	35 hours a week; this role can have the possibility of working a maximum of 2 days a week from home following the full induction on a rota basis with the wider HR team.
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