

ERSKINE STEWART'S MELVILLE SCHOOLS



HR ADMINISTRATOR

Purpose of Job

The HR Administrator will be responsible for all administration activities to support the effective service delivery of the HR function.

Accountability

The HR Administrator reports to the Head of HR.

Authority and Direct Reports

The HR Administrator will have authority as delegated by the Head of HR, the HR Manager and the HR Advisors.

Key Relationships

The HR Administrator will liaise closely with members of the HR department, and with internal and external stakeholders.

The Department

The HR Department at ESMS is responsible for supporting the Schools with a wide variety of tasks, including recruitment, employee relations, consultations and more.

The HR Department is accountable to the Chief Operating Officer.

The HR Department comprises of 1 HR Assistant, 2 HR Advisors, 1 HR Advisor (ER and L&D), and a Head of HR.

The Post:

Key Responsibilities

- Managing the full end-to-end lifecycle of recruitment vacancies.
- Delivering a positive candidate experience.
- Supporting the hiring panel with interviews.
- Managing pre-employment checks for new staff and additional checks throughout employment.
- Applying for PVG scheme membership for new staff, volunteers, and other relevant individuals as appropriate.
- Overseeing the ESMS Recruitment email inbox and supporting the HR email inbox.

- Handling onboarding activities, including writing contracts of employment, supporting inductions, and ensuring a smooth onboarding experience.
- Processing and completing offboarding activities for leavers.
- Managing contractual changes for all staff.
- Ensuring compliance with employment and immigration legislation.
- Overseeing the probation review process.
- Notifying managers in line with the absence management process.
- Assisting with the production of HR reports.
- Analysing diversity data from recruitment reports and preparing charts and statistics to present insights.
- Responding to general HR queries and acting as the point of contact in the absence of HR Advisors and HR Assistant.
- Supporting HR Advisors for the three Schools and Support departments.
- Maintaining HR records on iTrent.
- Completing any other duties as deemed reasonably necessary.

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

Learning

- Leading a culture of challenge and support to allow every student to be the best they can.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Person Specification

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Experience of working in a HR or Administrative role 	<ul style="list-style-type: none"> • Experience of working in the education, teaching or care sectors is desirable • Knowledge of employment and immigration legislation
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Excellent communication skills (orally and in writing) and interpersonal skills • Proficient in the full Microsoft Office package, specifically Word and Excel • Ability to multi-task and prioritise own workload with good attention to detail • Independent, self-motivated and organised, with an ability to work as part of a team 	<ul style="list-style-type: none"> • CIPD qualified Foundation Member (Level 3) or currently working towards this • Experience using iTrent software • Previous experience using an HR system or database (or equivalent)
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • Commitment to continuous professional development 	

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity
- Ability to deliver constructive feedback.

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive

workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post	This is a permanent, full time position available from immediately (subject to satisfactory pre-employment checks).
Hours of Work	The hours of work will be Monday to Friday, working 7.25 hours per day with 45 minutes unpaid for lunch. The postholder will have the option for hybrid working, a minimum of 3 days in the office per week. The postholder will be contracted for a total of 36.25 hours per week. There is entitlement to a free school lunch during term time.
Salary	Remuneration will be £24,232 on the ESMS Support Staff Salary Scale E15.
Holiday	Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.
Location	The postholder will be based at the Queensferry Road site.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	The postholder will be enrolled automatically into the School's Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

The closing date for applications is 12pm on Monday, 31 March 2025. We anticipate interviews will be held during the week commencing 7 April 2025.