



# Erskine Stewart Melville

## HR ADMINISTRATOR

<b>SCHOOL</b>	<ul style="list-style-type: none"><li>• ESM</li></ul>
<b>DEPARTMENT</b>	<ul style="list-style-type: none"><li>• HR Department</li></ul>
<b>REPORTS TO</b>	<ul style="list-style-type: none"><li>• HR Manager</li></ul>

<b>ROLE DETAILS</b>	
<b>PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"><li>• Responsible for all administration activities to support the effective service delivery of the HR function.</li></ul>
<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"><li>• Accountable directly to the HR Manager.</li></ul>
<b>AUTHORITY</b>	<ul style="list-style-type: none"><li>• As delegated by the HR Manager and other promoted staff.</li></ul>
<b>RELATIONSHIPS</b>	<ul style="list-style-type: none"><li>• Will liaise closely with the HR Manager and other HR team members and with internal and external stakeholders.</li></ul>

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<p><b>Recruitment and Pre-employment Screening:</b></p> <ul style="list-style-type: none"><li>• Responsible for managing the full end-to-end lifecycle of recruitment vacancies</li><li>• Advise recruiting managers on vacancy processes, including the reviewing and updating of job descriptions, drafting adverts and correct salary bands</li><li>• Manage and deliver a positive candidate experience</li><li>• Review candidate applications and liaise with candidates for further information to assure criteria for initial shortlisting is met</li><li>• Supporting the hiring panel with interviews</li><li>• Management of pre-employment checks for new staff, and additional checks throughout employment</li><li>• Responsibility for management of the recruitment email inbox</li></ul> <p><b>Onboarding:</b></p> <ul style="list-style-type: none"><li>• Responsible for onboarding activities from writing contracts of employment, supporting inductions and providing a positive onboarding experience</li><li>• Manage the creation of employee profiles in employee database/HRIS</li></ul> <p><b>Other HR Generalist Tasks:</b></p> <ul style="list-style-type: none"><li>• Maintain an updated recruitment and employee tracker</li><li>• Develop and initiate contract changes as required</li><li>• Process offboarding activities from writing letters, processing system changes and analysing exit interview feedback</li><li>• Review and document absence triggers and notify HR Advisors and line managers on staff absenteeism</li><li>• Reviewing the employee probation process to ensure each stage is progressing</li><li>• Coordinate the agenda, logistics and dissemination of meeting minutes for the tri-annual Joint Consultative Committee</li></ul>
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	<ul style="list-style-type: none"> <li>• Administer the monthly UK payroll</li> <li>• Support the HR team with any other duties as deemed reasonably necessary</li> </ul>
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<b>PERSON SPECIFICATION</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a HR or Administrative role.</li> <li>• Experience using an HR employee system such as iTrent or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the education, teaching or care sectors is desirable</li> <li>• Awareness of employment and immigration legislation</li> <li>• Experience with working with Disclosure Scotland processing PVGs</li> <li>• Experience using iTrent</li> <li>• Experience administering a monthly payroll</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to National 5/Higher level (or equivalent) in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD qualified Foundation Member (Level 3) or currently working towards this</li> <li>• HNC/HND or Degree level qualification in a Business or HR related subject</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and analytical skills with a commitment to delivering excellent customer service.</li> <li>• Proficient in the full Microsoft Office package, specifically Word, Outlook and Excel, and the use of AI.</li> <li>• Ability to multi-task and prioritise own workload with good attention to detail.</li> <li>• Independent, self-motivated and organised, with an ability to collaborate and work as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of Health and Safety</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High professional and personal standards.</li> <li>• Commitment to continuous professional development.</li> </ul>	