

Human Resources Administrator



Erskine Stewart
Melville

1694

Full Time - 12 months Fixed Term - Edinburgh

Be part of shaping the future

For over 330 years, Erskine Stewart Melville has evolved to meet the needs of each new generation. Founded on a tradition of excellence and inspired by the spirit of the Scottish Enlightenment, we are proud of our history, our community and our enduring commitment to education that lasts a lifetime. Today, we are embarking on an exciting new chapter as we continue to modernise, innovate and develop as a leading independent school.

Guided by our pillars of **Ambition, Innovation and Community**, and our values of **Kindness, Confidence, Resilience, Integrity and Curiosity**, we are creating an environment where both students and colleagues can thrive.

We are looking for an enthusiastic and highly organised **Human Resources Administrator** to join our newly forming HR team and play a key role in supporting our people throughout every stage of the employee journey. ESM has journeyed through a merger and significant period of change. We now embark on the next phase of modernisation, and you will play a key role in helping to shape the future.

About the Role

Reporting to the Head of HR, this is far more than a traditional administration position.

As our Human Resources Administrator, you will be at the heart of the employee experience, supporting colleagues through their full journey with us. You will have the opportunity to work across a broad range of HR activities, gaining valuable exposure to the full employee lifecycle within a complex and dynamic organisation.



This is an ideal opportunity for someone who enjoys variety, values relationship-building, and wants to develop their career within a modern HR function that is focused on continuous improvement, operational excellence and delivering an outstanding colleague experience.

You'll join a team that is actively embracing new ways of working, improving processes, strengthening data and reporting capability, and supporting the school's strategic ambitions for the future.

What You'll Be Doing

Supporting the Employee Lifecycle

- Coordinating recruitment and onboarding activities across a wide range of academic and professional services roles.
 - Carrying out pre-employment checks such as Right to Work and PVG applications
 - Preparing contracts, employment documentation and HR correspondence.
 - Supporting contractual changes, probation processes and employee lifecycle administration.
- Maintaining accurate employee records and HR systems.

Delivering Excellent Service

- Acting as a trusted first point of contact for HR enquiries.
- Providing responsive and professional support to employees and managers.
- Building positive relationships with colleagues across the school and with external partners including payroll providers, recruitment agencies and occupational health providers.

Data, Reporting and Governance

- Producing HR management information and supporting workforce reporting.
- Identifying trends, anomalies and opportunities to improve data quality.



- Conducting audits of employee records and investigating discrepancies.
- Supporting compliance with employment legislation, safeguarding requirements, data protection obligations and School policies.

Driving Continuous Improvement

- Contributing to service improvements and process modernisation initiatives.
- Supporting the development of efficient, effective and people-focused HR practices.
- Working collaboratively across the HR team to deliver shared objectives and exceptional service standards.

The full role profile is included at the end of this candidate pack.

About You

We're looking for someone who:

- Is highly organised and able to manage multiple priorities and deadlines.
- Enjoys working with people and building positive professional relationships.
- Has excellent attention to detail and takes pride in producing accurate work.
- Is comfortable working with systems, data, and reporting.
- Demonstrates sound judgement, professionalism and discretion.
- Enjoys working collaboratively and contributing to team success.
- Is proactive, curious and motivated to improve processes and ways of working, whilst being comfortable with a degree of ambiguity.

Whether you're already working in HR or have strong administrative or customer service experience and are looking to develop a career in people services, we'd love to hear from you.



Why Join Erskine Stewart Melville?

At Erskine Stewart Melville, we believe our people are our greatest asset.

When you join us, you'll become part of a community that combines centuries of heritage with an ambitious vision for the future. Our purpose is "**Empowering minds for a better world**" and our mission is to equip people with the knowledge, skills and mindset to thrive and shape a better world.

In return, we offer:

- The opportunity to work within one of Scotland's most respected educational communities.
- A collaborative and supportive HR team.
- Exposure to a broad range of HR disciplines and projects.
- Professional development and career progression opportunities.
- The chance to contribute to meaningful organisational change and improvement.
- A role that directly supports the delivery of exceptional education and student outcomes.

The salary for this role will start at £25,480 (£25,480 to £27,049). The successful candidate will typically start at the first point of the salary scale. Progression through the range is currently length of service, and performance, which will be applied in line with the School's salary progression framework.

You can expect an excellent range of benefits, such as 40 days of annual leave, (which includes 10 fixed days over Christmas, New Year and Easter), a defined contribution salary sacrifice pension scheme, access to a wide range of discounts and services, and a lease car hire scheme, but more than that, an excellent place to work in one of Edinburgh's most beautiful areas.



Come Join Us

If you're looking for a role where you can build your HR experience, contribute to meaningful work, collaborate with talented colleagues and help shape the future of a historic yet forward-thinking institution, we'd love to hear from you.

Erskine Stewart Melville - Our School Pillars

Ambition

We are driven to pursue excellence and encourage everyone within our community to achieve their full potential.

Innovation

We honour our founders by embracing fresh thinking, challenging convention and continually improving how we work and learn.

Community

We foster a culture of belonging, collaboration and compassion where every individual is valued and supported.

Empowering minds for a better world and an education that lasts a lifetime.



Role Profile: Human Resources Administrator

Role Purpose

The post holder will ensure HR transactions are managed effectively, employee records remain accurate and compliant, and colleagues receive a professional and responsive service. Working as part of a collaborative HR team, the role contributes to operational excellence, service improvement and the delivery of ESM's people strategy, helping to ensure the school remains a great place to work and learn.

Key Activities and Responsibilities

HR Operations and Employee Lifecycle Administration

- Deliver HR administration across the employee lifecycle, including recruitment, onboarding, contractual changes and employee departures.
- Prepare employment documentation, contracts and HR correspondence.
- Maintain accurate employee records and HR systems, ensuring data integrity and compliance.
- Coordinate recruitment and onboarding activities, ensuring a positive candidate and employee experience.
- Maintain HR records, trackers and documentation to support effective service delivery.

Customer Experience and Stakeholder Support

- Act as a first point of contact for routine HR enquiries, providing professional and customer-focused support.



- Manage HR workflows, ensuring enquiries and requests are prioritised and resolved effectively.
- Build positive working relationships with managers, employees and external partners.
- Communicate clearly and professionally, keeping stakeholders informed and managing expectations.

Data Management, Compliance and Governance

- Maintain accurate employee information in line with data protection and School requirements.
- Produce routine HR management information and support workforce reporting.
- Carry out data quality checks and audits, investigating and resolving discrepancies where appropriate.
- Handle sensitive information with professionalism, discretion and confidentiality.
- Support compliance with relevant legislation, safeguarding requirements and School policies.

Continuous Improvement and Team Contribution

- Plan and prioritise work effectively to meet service standards and deadlines.
- Contribute ideas and improvements that enhance service quality, efficiency and employee experience.
- Work collaboratively with colleagues to achieve team objectives and deliver excellent service.
- Participate actively in learning and development opportunities.

Decision Making and Accountability

- Process routine HR administration activities within established procedures.
- Verify employment documentation and employee records.
- Progress recruitment and onboarding activities.
- Provide guidance on routine HR processes and procedures.
- Resolve straightforward employee and manager enquiries.



Non-routine employee matters, policy interpretation, employee relations issues and matters presenting significant risk should be referred to senior HR colleagues.

Core Behaviours and Attributes

Living ESM Values

- Demonstrates professionalism, integrity and accountability.
- Acts in a manner that reflects ESM values and reputation.
- Maintains confidentiality and treats others with respect.

Collaborative and Service Focused

- Builds positive relationships with colleagues, managers and stakeholders.
- Delivers a responsive and customer-focused service.
- Works collaboratively and contributes to shared goals.
- Supports colleagues and contributes positively to team success.

Forward Thinking and Improvement Focused

- Embraces learning, development and new ways of working.
- Demonstrates curiosity and adaptability.
- Identifies opportunities to improve processes and service delivery.
- Responds positively to change.

Detail Focused and Reliable

- Produces accurate and high-quality work.
- Maintains attention to detail when managing data and documentation.
- Organises work effectively to meet deadlines.
- Takes a structured and dependable approach to responsibilities.

Resilient and Accountable

- Takes ownership of responsibilities and delivers agreed outcomes.



- Uses sound judgement and seek support when required.
- Remains professional when managing competing demands.
- Responds positively to feedback and changing priorities.

Skills

Essential

- Strong communication and interpersonal skills.
- Excellent organisational and administrative skills.
- Ability to manage multiple priorities and deadlines.
- Strong attention to detail and accuracy.
- Good digital literacy, including Microsoft Office and HR systems.
- Analytical and problem-solving skills.

Desirable

- Experience preparing employment documentation and correspondence.
- Experience using HR Information Systems.
- Experience producing reports using spreadsheets.

Knowledge

Essential

- Understanding of administrative processes and service delivery standards.
- Awareness of data protection, confidentiality and information governance requirements.
- Understanding of safeguarding responsibilities.

Desirable

- Knowledge of HR administration and employee lifecycle processes.
- Awareness of employment legislation and HR practices.
- Understanding of HR systems, reporting and records management.



Qualifications and Experience

Essential

- A good standard of education, including English and Mathematics, or equivalent experience.
- Experience gained within an administrative, customer service or office-based environment.
- Experience managing multiple priorities and deadlines.

Desirable

- Previous experience within an HR, People Services or HR Operations environment.
- Relevant HR, business or administration qualifications.
- Working towards, or interested in pursuing, a CIPD qualification.