**JOB DESCRIPTION**

**& PERSON SPECIFICATION**

**POST TITLE:**  HR Administrator

**RESPONSIBLE TO:**  Head of HR

**HOURS:**  Full-time (37.5 hours per week)

**TERM OF POST:**  Fixed Term (12 Months)

**SALARY:** £26,000 per annum

**LOCATION:** Keele, Staffordshire (informal homeworking

option available up to 2 days a week)

**ABOUT CAUDWELL CHILDREN**

We are seeking an enthusiastic HR Administrator to join our dedicated, experienced and growing team of professionals as we embark on a journey of expansion.

Caudwell Children aims to change people’s lives, change the way society perceives and treats disabled and autistic people and change the way that charities operate, through the provision of child-centred practical and emotional services, passionate campaigning and demonstrating best practice. We believe in a world where disabled and autistic children have the choice, opportunity, dignity and understanding they deserve #jointhechange and help us in our mission!

Our facilities provide a state-of-the-art base within the grounds of Keele University, Staffordshire, with the option of informal homeworking arrangements (up to 2 days a week from home) after passing probation.

**POST OUTLINE**

This is a fixed-term post supporting the HR Team with all employment-related matters and ensuring the Charity and its people are operating within the confines of all relevant legislation and best practice. The post holder will support in providing an effective and efficient HR Service which also includes recruitment, compliance, absence management, fleet management, payroll, pension and benefits. You will need to be highly motivated, efficient and organised and enjoy working as part of a team, whilst also being comfortable working independently. Accuracy and attention to detail is vital in this post.

**MAIN DUTIES & RESPONSIBILITIES**

* Process new starters and leavers in accordance with relevant legislation and Charity policy.
* Create new starter packs including offer letters, contract of employment, etc.
* Conduct pre-employment checks including references, DBS and right to work.
* Maintain accurate sickness and absence records.
* Log and monitor annual leave and other types of absence.
* Collect data and compile reports on various HR metrics.
* Assist with payroll preparation.
* Assist with benefits management.
* Assist with fleet management.
* Issue general HR letters and documentation.
* Respond to external reference requests.
* Chase, obtain and log all HR documentation, including induction paperwork, appraisals, self-certifications, training certificates, etc.
* Update and maintain training records.
* Ensure DBS checks are completed for all new starters and repeat checks for existing colleagues.
* Arrange and facilitate induction for all new employees and ensure a smooth on-boarding process.
* Assist with recruitment across all departments, placing adverts, tracking applicants, arranging interviews, etc.
* Filing, continual digitisation and maintenance of HR files.
* Monitor and respond to general queries in various in-boxes.
* First point of contact for all general HR telephone and face to face queries.
* Generate letters and correspondence for pension auto enrolment.
* Assist with disciplinary, grievance and absence management processes where appropriate.
* Support with any other administrative tasks as required.
* Undertake other ad hoc duties as required.

**Other:**

* Communicate with children, families and all stakeholders in a way that respects their views, autonomy and culture in full compliance with the Equality & Diversity Policy.
* Uphold the principles and practice of customer care and continuous improvement.
* Maintain confidentiality and Data Protection and at all times work in accordance with General Data Protection Regulations 2018.
* Have an awareness of relevant health and safety regulations and legislation, being responsible for your own health and safety and that of anyone else whom your acts and omissions may affect.
* Report any concerns of potential abuse of a service user in line with the Safeguarding Policy and procedures.
* Comply with ISO policy and regulations at all times.
* Ensure maintenance and security of physical, financial and information resources.
* Demonstrate commitment to ongoing personal and professional development.
* Keep comprehensive and accurate records in relation to your role and in accordance with policies and procedures.
* Attend training as appropriate to the role, applying knowledge gained to the workplace.
* To work effectively and collaboratively as a member of the team, building and maintaining good working relationships with all internal and external stakeholders.
* Ensure compliance with statutory and non-statutory bodies.
* Adhere to all Caudwell Children policies and procedures.
* Demonstrate commitment to Caudwell Children’s mission, vision and values.
* On occasion and when necessary work flexible hours to meet the needs of the business.
* Willingness to travel on occasion in order to fulfil the needs of the post.

**PERSON SPECIFICATION**

**Essential Criteria:**

* As a minimum, GCSE’s in English and Maths (or equivalent).
* Ability to work to a high degree of accuracy.
* Excellent written and verbal communication skills.
* Excellent IT skills, fully proficient in the use of Microsoft Office packages.
* Ability to multi-task, prioritise and work under pressure to tight deadlines.
* An openness and willingness to learn new skills and to put these into practice.
* A positive ‘can-do’ attitude with a flexible approach to work.

**Desirable Criteria:**

* CIPD level 3.
* Experience working with HR systems.
* Experience with recruitment, selection and pre-employment screening.
* Experience of working in the Third Sector.
* Experience of working in CQC and ISO regulated organisations.
* Experience/knowledge of CQC Regulation 19 requirements.

This Job Description is not exhaustive. The post holder may be required to carry out any other task as deemed appropriate for the level and responsibilities of the post.

**DISCLOSURE & BARRING SERVICE CHECKS**

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in accordance with the Rehabilitation of Offenders Act (1974). This role is eligible for a basicdisclosure check.

**EQUAL OPPORTUNITIES**

Caudwell Children is a Disability Confident employer committed to offering an interview to all applicants who meet the minimum criteria and declare they have a disability as defined in the Equality Act 2010.  We are committed to creating a diverse environment and will not discriminate for any reason against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and other underrepresented groups.

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