



Islington Play Association

Job Description

Post:	HR Administrator
Hours:	20 hours per week
Salary:	£ 27,402.00 (SCP 26) pro rata per annum
Located:	Paradise Park Children's Centre
Responsible To:	Services Director

OVERALL JOB PURPOSE

To provide a comprehensive HR Administrative service and to contribute to our ambition to provide outstanding services to the local community.

MAIN DUTIES AND RESPONSIBILITIES

1. HR Admin

- To be a first point of contact for queries from staff, managers and prospective job applicants on all aspects of the HR service.
- To support safer recruitment and selection through all administrative processes associated with these processes, eg placing job adverts, coordinating interview dates and times, asking for references.
- To process new employees and volunteers ensuring, contracts, refs, proof of address photo ID, health forms, eligibility to work etc are received and filed appropriately.
- To process Disclosure and Barring Service checks.

- To create and manage personnel files ensuring they are up to date, and chasing information as necessary.
- To amend or change staff contracts where necessary.
- To monitor training needs and alert appropriate managers, file training certificates in personnel files and maintain the record of essential staff training.
- To support the managers in administering grievance, disciplinary, capability processes as appropriate, including taking minutes.

2. Data Management

- To gather and input data on the use of our services onto the appropriate monitoring systems.
- To gather data on staff absence and training, including obtaining sickness certificates from staff where necessary.
- To update the computerised HR databases, including the Single Central Record and Staff Absence databases, to ensure accurate and up to date information is readily available.
- To maintain office hard copy filing systems.
- To ensure confidentiality of all sensitive information in accordance with the Data Protection Act and other relevant legislation and Codes of Practice.

3. Administration

- To undertake general administration tasks, including taking minutes and typing up meeting notes and maintaining a tidy work environment.
- To highlight any issues with administrative systems to managers.
- To anticipate issues and demand and act proactively.
- To work flexibly to ensure administrative cover is provided across the team, including providing cover during periods of annual leave, sickness etc.

4. Service Support

- To organise the room bookings and hiring across the IPA sites.

ADDITIONAL

- To undertake other reasonable tasks as directed by your manager.
- To act in accordance with safeguarding procedures and child protection legislation.
- To conduct yourself in a manner compatible with an organisation that works with children, promoting equalities and equal opportunities in all aspects.

Person Specification

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate clearly on your application form how you meet each of the following essential criteria giving examples of relevant experience, knowledge, skills and abilities.

REQUIREMENTS		
EDUCATION and EXPERIENCE		
1	Previous experience of working in an administrative role, with demonstrable experience in maintaining efficient HR administrative systems	E
KNOWLEDGE, SKILLS and ABILITY		
2	A good understanding of HR and the related processes and issues	E
3	Commitment to providing outstanding customer focused service	E
4	Excellent attention to detail when dealing with data input, correspondence and numbers	E
5	Clear and concise written communication skills, including the ability to draft own correspondence	E
6	A high degree of computer literacy, including knowledge and experience of Microsoft Excel	E
7	Ability to be welcoming, helpful, polite and clear on the telephone, in writing and in person	E
8	Ability to develop effective working relationships with a wide range of people both internally and externally	E
9	Ability to work effectively as part of the team as well as on own initiative	E
10	Excellent organisational skills with the ability to prioritise a varied workload and work flexibly, accurately and calmly under pressure to tight deadlines	E
11	An understanding of safeguarding and child protection	E
12	An understanding of data protection and confidentiality	E
13	Experience of working in an HR role	D
E= Essential D=Desirable		