

## **Job Description**

**Job Title: HR Administration Assistant**

**Reports to: Human Resources Lead and Head Teacher**

### **Role overview**

This role plays a key role in shaping and creating the administrative functions that allow us to support our colleagues at Red Balloon of the Air.

This role plays a key role in recruitment and onboarding, as well as transforming the HR service to become more efficient and effective. You will be dedicated to providing exceptional customer service to all of our colleagues with a professional yet empathetic approach. You will be the first port of call and offer administrative support in areas including, but not limited to; organising training, payroll, the maintenance of electronic files, and management of our online HR System.

You will be flexible, personable, have an eye for detail, and be an excellent communicator, able to communicate via telephone, letter, email, or face-to-face (in person or via online video).

### **Role Responsibilities**

- Process employees' requests and provide relevant information to them and members of staff as required
- Support recruitment and selection and its administration including creating and managing adverts. Ensuring that all recruitment is conducted in line with safer recruitment practices and is transparent and fair.
- Assist in the coordination of all aspects of employment including appraisal, wellbeing, and conduct.
- Manage the onboarding process for new starters including providing orientations for new employees by sharing onboarding packages, explaining company policies and supporting line managers in arranging induction plan schedules.
- Complete all pre-employment checks and pre-employment documents.
- Manage, maintain and become the primary user of BreatheHR, ensuring it is accurate and up to date.

- Prepare paperwork for HR policies and procedures
- Assist the finance department in delivering payroll
- Participate in HR projects
- Coordinate internal and external safeguarding audits, including maintaining the Single Central Record (SCR)
- Support in the development of new processes and procedures, moving away from physical paperwork to online systems and system automation.
- Complete tasks commensurate with the position as requested by the line manager

<b>Person Specification</b>		
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Proven work experience as an HR administrative assistant / HR administrator / Talent Acquisition / Administration or another similar role within a business or education setting</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Hands-on experience with HR or similar management systems (CRM / MIS)</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Excellent IT skills</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• CIPD Qualification</li> </ul>	Desirable

<b>Attributes and personal qualities</b>	<ul style="list-style-type: none"> <li>• suitable to work with young people, to include an enhanced DBS check;</li> <li>• excellent written and spoken communication skills;</li> <li>• good time management and organisation;</li> <li>• flexible and adaptable;</li> <li>• self-starter and team player;</li> <li>• an excellent listener;</li> <li>• empathetic and compassionate;</li> <li>• open-minded and non-judgmental;</li> <li>• patient;</li> <li>• approachable, with a positive attitude.</li> </ul>
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The position is subject to two satisfactory references and an enhanced DBS check. Red Balloon is an equal opportunities employer.

Red Balloon is committed to safeguarding and promoting the welfare of young people and expects the appointee to commit to its policies and philosophy.

All work performed/ duties undertaken must be carried out in accordance with red balloon philosophy, and government legislation.

Post holders will be expected to be flexible in their duties, and to carry out any other duties commensurate with the position that fall within the general scope of the job, as requested by RBAir.

The nature of this role and its evolving status may lead to additions to the above responsibilities, as agreed by the appointee.