



HR Administrator

Responsible to: Head of Educational Development

Job Objective: To be responsible for maintaining efficient and effective administrative support, in keeping with the nature of a tightly run, small charity. To work collaboratively with members of the Office Team to ensure the organisation is run smoothly and efficiently. In particular to take responsibility for

- the HR policy and practice including with respect to volunteers
- the maintaining effective office systems and processes
- providing administrative support for other charity functions including IT functions

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Main Duties

1. Human Resources

To support effective staff management at The Children's Literacy Charity in order to achieve our strategic goals including:

Recruitment & Retention

- Coordinate recruitment of staff and volunteers through placing adverts in newspapers, on specific websites and publications and with specialist recruitment organisations as well as seeking new recruitment areas
- Support the development of appropriate job roles and job descriptions
- Receive and deal with responses/initial enquiries and application forms
- Liaise with the Senior Literacy Community Tutor to ensure good, timely processes to back up all volunteer recruitment and induction
- Schedule and support interviews and recruitment processes including DBS checks and references
- Regularly review the staff DBS database and update staff members DBS' forms
- Support new staff induction and training including setting up of IT
- Ensure an accurate and timely handover of HR to Finance for payroll
- Set up and administer all new staff onto the email system and accounts onto the server ensuring access is under GDPR limitations. Remove accounts when appropriate.
- Maintain and update HR records effectively both electronic and paper copies and ensure these are kept under GDPR.

Policy & Procedure

- Maintain staff policies and procedures through regular monitoring and keep up to date with any legal HR changes
- Provide information, advice and guidance as required to support effective staff management
- Report HR updates to SMT where relevant

2. To oversee the office

To be responsible for the coordination of the charity's office. This will include:

- Build and maintain good relationship with Notting Hill Genesis and ensure that Licence Agreements are maintained
- Be the first point of contact for the charity – including welcoming visitors, responding to enquiries
- Ensure that all office contracts and purchases are maintained and made as cost effective as possible
- Ensure adequate stationery and resources supplies are maintained for both office and for Literacy Labs as requested.

3. Administration

- Provide administrative support for the Education team – including regular communication with Senior Community Literacy Tutor on volunteer management
- Support channels of communication between school, office and The Children's Literacy Charity staff in order that teaching is covered where possible when absences occur
- Provide support for Head of Education for directed tasks – particularly for booking Team Meetings and training resources preparation
- Schedule Team Meetings and organise refreshments
- Schedule Trustee Board meetings and circulate papers
- Record action points at office meetings and circulate
- Liaise with our external IT support as may be required to troubleshoot IT issues

HR Administrator - Person Specification

We operate in a culture of flexibility, adaptability, initiative taking and team working and would expect to see these qualities in the Administrator.

Qualifications – essential	<ul style="list-style-type: none"> • Educated to A level or equivalent
Experience – essential	<ul style="list-style-type: none"> • HR experience (minimum 2 years) • Experience of running an office and the administrative function of an organisation • Experience of maintaining effective administration systems.
Experience - desirable	<ul style="list-style-type: none"> • Educated to degree level • HR qualification • Previous experience of HR in the not-for-profit sector
Skills, Qualities and Abilities	<ul style="list-style-type: none"> • Excellent record-keeping • Excellent keyboard and computing skills, must be highly competent in Microsoft Office including Excel, PowerPoint and database administration • Excellent written, verbal and interpersonal skills • Proven ability to work on own initiative, meeting objectives, deadlines and targets • A methodical and well-organised approach to workload, with the ability to prioritise conflicting priorities • A good team player with an enthusiastic and flexible approach • Proactive self-starter who enjoys working under own initiative • Problem solver with sound judgement • Good understanding and application of the principles of equality, diversity and inclusion in the workplace • Works well under pressure and can meet deadlines • Commitment to the aims and values of The Children's Literacy Charity

References

Two references and an Enhanced Disclosure will be taken up following a successful interview.



Equal Opportunities

The Children's Literacy Charity recruits staff on the basis of their skills, experience and ability without regard to race, nationality, gender, age, sexuality, disability or religion.

Terms and Conditions

Hours: 2 days per week (flexible working is welcomed)

Normal Office hours: 9.00am to 5.00pm

Salary: £26,000 - £28,000 pro rata per annum depending on experience

Holidays: 30 days pro rata plus bank holidays.

Pension: Pension: If you are an eligible worker you will be auto enrolled into the NEST pension scheme. Details of this scheme will be sent upon commencement of employment.

If you are not an eligible worker you are still entitled to join the scheme upon request and Springboard will match contributions to your pension (up to 3%) after 6 months employees after 6 months of employment.