



HR Admin Support

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

Post:	HR Admin Support
Service:	Human Resources
Line Manager:	HR Lead
Salary Range:	TBC
Hours:	18 hours per week over 3 days

Job Dimensions: - We are looking to appoint an enthusiastic and highly organised individual in a supporting role to the HR department. To be successful in this role, you must be able to work as part of a small team, whilst independently and proactively completing tasks. Excellent organisation, communication and IT skills, accuracy, and attention to detail are essential requirements. The nature of this role requires a tactful and confidential approach.

This post requires:

- Good standard of education
- Good PC skills: Microsoft Word, Excel, PowerPoint, and Outlook
- Good organisational skills
- Good communication skills, both oral and written
- Good interpersonal skills
- An ability to work using own initiative within boundaries.
- The ability to handle sensitive information confidentially.

For more information, please visit our website
www.camphillschools.org.uk

Key Responsibilities

- Maintain employee records, both digital and hard copies.
- Maintaining an accurate and efficient HR database with employee information and necessary documentation
- Deal with day-to-day HR queries.
- Post job adverts on careers pages and process incoming resumes
- Set up job interviews
- Manage the department's telephone and address queries accordingly
- Prepare HR related paperwork
- Book travel, training courses, accommodation
- Other ad hoc duties as required by the HR department
- Cover for reception when required

Accountability

- Ensure all relevant and current CSA H&S policies are understood and that it is known where to access these, and further information, should it be required.
- Comply with the CSA Health and Safety policies, including Fire Precautions and Prevention.
- Ensure all reasonable precautions are taken to provide for the safety of children and young people attending Central Office.
- Ensure that work undertaken to safeguard children, young people and young adults is effective and consistent with the policies, procedures, and protocols of CSA .