

JOB DESCRIPTION

Post:	HUMAN RESOURCES AND EMPLOYEE SERVICES ADMINISTRATOR
Responsible to:	Director of Curriculum Development
Salary:	£23,492 - £25,580 Pro rata (£11,746 - £12,790 per annum) Scale 4 Points 21-24 18.5 hours, 52 weeks
Conditions of Service:	Truro and Penwith College conditions of service
Main Purpose of Job:	To support the College with all HR based administration and activities and proactively ensure all employee records are kept up to date on the internal HR system in line with legal and industry compliance and assist with preparing payroll information for processing.
Specific Duties:	<p>Ensure data relating to the Single Central Record is accurate and up to date at all times.</p> <p>Maintain and update employee records, both electronically and in paper format, ensuring accuracy and confidentiality.</p> <p>Assist in the recruitment process, including posting job adverts, arranging interviews, and coordinating candidate communications.</p> <p>Prepare HR documents such as offer letters, contracts of employment, and reference requests.</p> <p>Support the onboarding process for new starters, including induction scheduling and system setup.</p> <p>Track and monitor employee absences, holidays, and sickness using HR systems.</p> <p>Respond to general HR queries from staff and escalate more complex matters to the HRES Associates or Head of HRES.</p> <p>Help coordinate training sessions and maintain training records.</p> <p>Assist with payroll preparation by providing relevant employee information (e.g., absences, promotions, resignations).</p> <p>Support HR project work as needed, including employee engagement initiatives and audits.</p> <p>Ensure all HR processes comply with current legislation, industry compliance and company policies.</p>

General Requirements:

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To always maintain the highest standards of professional behaviour (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

HUMAN RESOURCES AND EMPLOYEE SERVICES ADMINISTRATOR

Ideally, the person appointed will have the following skills and experience:

Essential:

- Previous administrative experience, ideally in an HR or office environment.
- High level of attention to detail and accuracy.
- Excellent organisational and time-management skills.
- Strong written and verbal communication skills.
- Ability to handle sensitive and confidential information appropriately.
- Proficient in Microsoft Office (Word, Excel, Outlook).

Desirable:

- Experience using HR information systems (HRIS).
- CIPD Level 3 qualification or willingness to study towards.
- Basic knowledge of employment legislation.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.

