HR Administrative Assistant (Secondment Cover)

Team: Human Resources

Reports to: HR Services Team Leader

Location: Chichester

Job Purpose

- To undertake a range of administrative duties to support the work of the Human Resources team, including the recruitment process.
- To provide a welcoming reception service for the HR team.
- Working within our values to ensure the organisation meets its people objectives.

Key Responsibilities

- To support the recruitment process by using our Applicant Tracking System to process applications, send correspondence, prepare paperwork, make arrangements for interviews and obtain required information.
- To provide an efficient and customer-focused reception service for the HR team, dealing with enquiries from staff and members of the public, either in person, by telephone or by email.
- To process confidential documentation and correspondence and log information on the Human Resources Information System.
- To create and maintain electronic personal and job vacancy files, ensuring the information is kept up-to-date.
- To support the HR team to implement designated HR projects.
- To undertake other administrative tasks to support the wider HR team as required.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:

    - Human Resources policies and procedures;
    - Equality, diversity and inclusion policies and procedures;
    - The Group's health and safety policies and procedures;
    - Safeguarding and Prevent;
    - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Office administration including data entry	Essential	Application Form/ Interview
Working within a customer focussed environment	Essential	
Using an Applicant Tracking System	Desirable	
Working in a Human Resources function	Desirable	
Digital Filing Systems	Desirable	
Working in a Further Education or educational establishment	Desirable	
Knowledge		
Day to day office procedures	Essential	Application Form/ Assessment/ Interview
Microsoft Office applications, including Word, Excel, Outlook and Teams	Essential	
HR Databases (e.g. iTrent)	Desirable	
Qualifications		
GCSE (or equivalent) in English & Maths at grade C/4 or above	Essential	Application Form/ Certificates
CIPD Level 3 qualification	Desirable	
Skills and Abilities		
Time management, organisational skills and the ability to meet deadlines	Essential	Application Form/ Assessment/ Interview
Ability to communicate effectively with a diverse range of people at all ages and levels, verbally and in writing	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Customer service skills	Essential	
Attention to detail	Essential	
Attributes		
An aptitude for handling large amounts of digital processes	Essential	Interview
Commitment to confidentiality	Essential	
Flexible and proactive approach	Essential	
Other Requirements		
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	Up to 37
Working weeks per year:	52
Contract Type:	Fixed term period of secondment cover until 31 August 2027, or until the return, resignation or replacement of the current post holder, whichever is sooner.
Salary range:	£26,826 - £26,925 per annum
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 25 days per annum, rising to 28 days per annum with each complete year of service as of 31 December, plus 8 days per annum for bank holiday entitlement. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.