



# GORDONSTOUN

Broader experiences, broader minds.

## HR ADMINISTRATOR

**Reports to:** Head of Finance & HR

**Job Purpose:** The HR Administrator is a key member of the team, providing general administrative support to the Finance & HR Department. Gordonstoun is a “people business” and our people are our biggest asset, so good HR is right at the heart of making Gordonstoun great. At Gordonstoun, HR is about getting the very best out of our people from recruitment all the way through to retirement. We are looking for a great administrator to support the smooth running of our HR function and to provide general administration support across the department as required.

**Grade and working hours:** 2AN-2AP – 37.5 hours per week

### Responsibilities of all members of staff:

- Comply with Gordonstoun’s policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun’s values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

### Major responsibilities of the role:

- Assist with arranging recruitment, selection, induction, pre-employment training and probation processes across teaching and operational departments.
- Ensure contracts are in place for all new employees, ensure current employee’s contracts, terms and conditions are correct and up to date and carrying out pre-employment checks.
- Coordinating the PVG process.
- Checking and verifying references.
- Coordinating occupational health checks.
- Comply with audits.
- Update and maintain records and databases as required.
- Update and maintain staff training records, arranging refresher training as required.
- Support the Head of Finance & HR to ensure that Gordonstoun adheres to standards set by the General Teaching Council for Scotland, Scottish Social Services Council, the Disclosure Scotland

PVG Scheme, Nursing and Midwifery Council and Care Inspectorate statutory requirements relating to employees.

- Administer identification passes to staff and others as required.
- Assist with Ad Hoc projects which may arise from time to time.

| <b>Attributes</b>             | <b>Essential</b>                                                                                                                                                                                                                                                                                                             | <b>Desirable</b>                                                                                                                                                                                                                         | <b>Assessment Method</b>                                 |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Education and qualifications  | <ul style="list-style-type: none"> <li>• GCSE/SQA C grade or higher (or equivalent) in English</li> </ul>                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Evidence of continuous professional development (CPD)</li> </ul>                                                                                                                                | Application form<br>Sight of qualifications at interview |
| Knowledge                     | <ul style="list-style-type: none"> <li>• A broad understanding of the principles of good administration practices</li> <li>• Understanding of and commitment to education</li> </ul>                                                                                                                                         | <ul style="list-style-type: none"> <li>• Knowledge of HR and employment practices</li> <li>• A working knowledge of the independent education sector</li> </ul>                                                                          | Application form<br>Interview                            |
| Skills and Experience         | <ul style="list-style-type: none"> <li>• Excellent IT skills, including proficiency in all MS Office applications</li> <li>• Attention to details</li> <li>• Excellent writing, communication and interpersonal skills</li> <li>• Team working in an administration environment</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Experience of working in an HR environment</li> <li>• Experience of working in an education environment</li> <li>• Experience of working with bespoke information management systems</li> </ul> | Application form<br>References<br>Interview<br>Task      |
| Personal skills and qualities | <ul style="list-style-type: none"> <li>• Enthusiastic and calm under pressure</li> <li>• Initiative and common-sense approach</li> <li>• A proven track record of strong working relationships with colleagues and external contacts</li> <li>• A positive and proactive attitude to manage a high volume of work</li> </ul> |                                                                                                                                                                                                                                          | Interview<br>Task                                        |

|                  |                                                                                                                                                                                             |                                                                                                          |            |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------|
|                  | <ul style="list-style-type: none"> <li>• Flexible, with a can-do attitude</li> <li>• Discreet and confidential</li> <li>• A commitment to Gordonstoun's unique educational ethos</li> </ul> |                                                                                                          |            |
| Child Protection | <ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• A full PVG check will be completed on the successful candidate</li> </ul>                                | <ul style="list-style-type: none"> <li>• Experience of working with children and young people</li> </ul> | References |