

The Landmark Trust

JOB DESCRIPTION

Job Title : HR Administrator
Department: Operations
Location: Shottesbrooke – White Waltham

Job Summary

A varied role supporting HR Manager in the management of the HR function and delivery of proactive HR support to the line managers and staff at Landmark Trust.

Relationships

Reports To : HR Manager
Works Closely with: All Landmark staff
External Relationships: Legal team, Training vendors

Key Accountabilities

- Support and establish systems to provide efficient and accurate HR support to Heads of Department, Line Managers and staff.
- Recruitment administration – support the recruitment process to include supporting short listing, set up interviews, reference checking etc.
- Raise all offer letters and contracts.
- Support the Payroll interface with starters and leavers.
- Support and where appropriate drive the HR lifecycle administrative processes, probationary, appraisals, training, sickness etc.
- HR Project support – training, contract reviews etc.
- Act as point of contact for HR issues in HR Manager's absence.
- Maintain accurate HR records for staff throughout the organization.
- Update/issue Staff Handbooks as necessary.
- Input into legal / compliance/ policy updates.

Skills/experience:

Previous HR experience in small to medium organisations.

Excellent computer skills, knowledge of iTrent payroll system an advantage.

Self-starter with multi-tasking and prioritizing skills essential, good organization, ability to work under pressure and to deadlines.

Experienced administrator with high attention to detail, initiative, problem-solving, confidentiality and discretion.

Education:

CPP or HR related qualification essential.

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TERMS OF EMPLOYMENT

CONTRACT DURATION

This is a part-time, permanent position (15 hours per week).

LOCATION

This position is based at our main offices in Shottesbrooke, near Maidenhead, Berkshire.

SALARY

£20,000 to £22,000 full-time equivalent per annum which will be pro-rated to hours worked, paid monthly in arrears depending on skills and experience.

WORKING HOURS

15 hours per week, 5 hours per day Tuesday, Wednesday, Thursday.

HOLIDAYS

The holiday entitlement is 25 days pro rata per annum plus statutory holidays, increasing in stages to 30 days pro rata per annum after 10 years' service.

SICK PAY

During the first three months of employment or the probationary period (whichever is the longer) you will only be paid your Statutory Sick Pay entitlement. After this period you will receive full basic pay during any sickness absence up to 20 days pro rata in any 12 month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor's certificate will be required.

PENSION SCHEME

Provided you meet the criteria, you will be auto-enrolled into Landmark's pension scheme.

MEDICAL HEALTH

Pro-rata private health insurance, currently with BUPA, can be provided when you have been with Landmark for a year.

NOTICE

The appointment is subject to satisfactory completion of an initial six month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to a week's notice on either side. A minimum of one month's notice in writing on either side applies after the end of the probationary period.

HEALTH & SAFETY

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

CONTRACT

The successful applicant will be required to sign Landmark's Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.