



## **HR (People) Coordinator**

**Full Time**

**£25k - £30k**

This is a broad, entry-level HR role that supports the employee experience at Clifton College by providing professional customer service to internal stakeholders. You will be working with employees, line managers and People Team colleagues to service a broad range of employee-related activities ranging from recruitment through to occupational health referrals. This role requires team-player capability with an appetite to learn and be part of a HR (People) function.

### **About Us**

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

### **What you'll be doing (objectives)**

- You will manage recruitment, working with hiring managers and People Partners to ensure that job descriptions are clear and pre-screening of candidates supports speedy and efficient selection decisions. This includes:
  - giving recruitment advice & guidance to managers
  - managing the end-to-end onboarding and safer recruitment of new hires
  - contract administration for new hires
  - maintaining the Single central record (SCR) data input for inspection purposes
  - being a super-user for the applicant tracking system
  - working with employment agencies on an as-need basis
  - supporting interviews on an as-need basis
  - supporting Teacher Induction days for new hires
  - ensuring managers of new hires are familiar with Induction and Probation processes
  - working with colleagues to ensure new hires are compliant in attending mandatory training hires



- You will work with the People Operations Manager to administer Contract Change Requests and employee lifecycle communications through to completion
- You will provide the Payroll Manager with timely information relating to month-to-month payroll changes
- You will contribute to weekly and monthly reporting. This includes
  - issuing starter and leaver reports as required
  - reporting on Contract Change Requests as required
  - running monthly reports on recruitment activity using our applicant tracking system
  - running monthly reports (as required) of our digital form submissions
- You will help build insight into leaver behaviour by support our Exit interview administration and conducting Exit interviews
- You will play a key role in maintaining governance controls in the People Team (with appropriate training) by:
  - managing employee eFiles
  - processing policy requests
  - documenting administrative processes
  - supporting internal Single Central Record audits
  - supporting ISI audits
  - supporting Finance Audit Administration
  - maintaining employee data on the HRIS system
- You will work with the People Operations Manager and People Coordinator peers to contribute to process improvements
- You will action queries to the People email box and respond to telephone queries as required
- You will support talent development by giving 1st line Policy Advice & Guidance to managers and employees
- You will administer the Refer A Friend Scheme as required
- You will support budget management by raising purchase requisitions and invoices for People-related spend
- You will provide support to People projects as required
- You will provide cover for other People Coordinators during periods of leave
- You will work as part of a team to ensure great service to and on behalf of the College. This includes ensuring consistent service levels within the People Coordinator team





## About You

You should be customer focused with a desire to continually improve the employee and manager experience. You'll have a curiosity and ability to learn and apply new concepts quickly and bring strong attention to detail. This role requires absolute discretion in the data and information that it has access to. Role holders are required to demonstrate flexibility to the range of tasks within the role as these can be broad. Full training across the range of activity will be provided however it would be helpful to have had experience in a HR Administration (or similar) role. We are particularly interested to hear from candidates who are looking to broaden their experience with a view to building a HR career.

## Required Qualifications & experience

- English and Maths to Level 2 (or equivalent), or experience within administration
- CIPD Level 3 (or equivalent) would be an advantage but not essential
- An understanding of data protection would be an advantage but training will be given
- Experience of Safer Recruitment in an educational setting is helpful however training will be given

## Required Skills

- Administration experience and proven experience of managing a busy workload
- Strong IT skills including Google Workspace
- Excellent oral and written communication
- Strong planning, organisation, and record keeping skills
- Excellent time management and prioritisation skills

## How we Recruit and our commitment to Safeguarding

Clifton College is committed to Safeguarding and Keeping Children Safe in Education (KCSIE). That's why we apply stringent selection principles to our recruitment. If you're invited to an interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.



If you join us, we'll expect you to maintain an up-to-date knowledge of Safeguarding legislation, and our safeguarding policies and procedures. We'll also ask you to maintain an up-to-date knowledge of Equality and Diversity legislation and associated policies, as well as Health & Safety legislation. But don't worry because we'll provide training to do this!

### **What's in it for you**

£25k - £30k salary • 26 days annual leave plus bank holidays • BUPA Employee Assistance Programme • BUPA Confidential counselling and advice • Career development and training • Cycle to work scheme • Discounted onsite gym and pool membership • Free lunch • Enhanced Pension scheme • Life Assurance • Menopause clinic • Onsite Flu vaccine clinics • Pop up bike servicing • Refer a friend scheme • Use of kids Holiday Club facilities • Wellbeing benefits

### **How to apply**

In the first instance, send us your CV. If you're invited to interview, we'll ask you to complete an application form which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

Clifton College are committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975,2013 and 2020.

### **Equal Opportunities & Safeguarding**

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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