



JOB DESCRIPTION

Downside School

Post Title:	HR and Recruitment Co-ordinator
Department:	Bursary
Location:	Downside School, Stratton on the Fosse
Reports to:	HR Manager
Manages:	None
Date of Issue:	March 2025

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Summary

The HR Assistant provides efficient, professional, and confidential support to the HR function for Downside School across the whole employee lifecycle, playing a critical role in ensuring that the school is compliant with all relevant regulations and statutory guidance.

Duties and Responsibilities

The following list is not exhaustive, but the post holder's principal responsibilities involve:

HR Administration

- Complete administrative tasks associated with the HR function to a high standard, adhering to policies and procedures.
- Conduct audits, as required by the HR Manager, to ensure that accurate records are held by the Department.
- Ensure accurate electronic recording of all HR information, for example absence records.
- Proactively suggest ideas for review of HR systems and processes to HR Manager to ensure that they are efficient, user friendly, and understood by those impacted.
- Use trackers to co-ordinate aspects of HR, e.g. training, probation, right to work checks, qualification checks to ensure events and re-checks happen in line with deadlines, keeping the HR Manager informed of progress and any difficulties in good time.

- Liaise regularly with payroll, using agreed processes to ensure accurate payroll changes each month.
- Ensure all information is accurately filed in employee files (electronically and/or hard copy).
- Co-ordinate information for external reference requests.
- Produce HR letters, using templates, relating to operational HR work, for example resignation acceptance letters.
- Oversee the leaver process, including co-ordinating exit interviews.

Recruitment and induction

- Ensure all appropriate paperwork is in place at the start of each recruitment cycle e.g. up to date job description and person specification, writing copy of adverts and application packs.
- Arrange and run advertising campaigns internally and externally, liaising with advertising sources.
- Manage and maintain the department's applicant tracking system, ensuring that candidates are monitored and communicated with throughout the process, as appropriate, to ensure a positive impression of Downside.
- Oversee and organise the arrangements for short-listing and interviewing, including schedules, interview questions, assessments and arranging interview panels. Where required, obtaining references in advance for review by the HR Manager.
- Ensure interview days run smoothly, with the support of the HR Manager.
- Prepare a range of employment documentation for HR Manager to review, using templates, such as offer letters, contracts of employment and variations to contract.
- Complete the onboarding process in line with compliance process, ensuring that all recruitment and HR paperwork is appropriately recorded and filed, ready for the HR Manager to sign off ahead of an individual's start date.
- Ensure regular contact with the successful applicant ahead of their start date.
- Liaise with reception / IT about issuing badges ahead of an individual's first day.
- Ensure the Single Central Register (SCR) is accurate and up to date.
- Support the HR Manager in ensuring that all contractors, volunteers, and others providing work for Downside have the appropriate vetting checks in place prior to starting work.
- Manage the HR email account and the absence email account and respond appropriately to all requests.
- Provide administrative support to co-ordinate the INSET programmes.
- Review and update job descriptions as required.

General HR

- Provide transactional guidance to staff on HR processes in a supportive way.
- Carry out other administrative tasks to support the HR Department.
- Contribute to the continuous improvement of the HR Department's processes and systems.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

- Observe health and safety procedures and work safely at all times.
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
- Undertake any other duties as required by your manager to meet the changing needs and demands of the School.
- Conduct yourself with professionalism, tact, and diplomacy always as a representative of the School.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	<ul style="list-style-type: none"> • GCSE in English and Maths at grade C or above, or relevant experience. 	<ul style="list-style-type: none"> • A qualification in Human Resource Management or relevant equivalent experience 	
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to plan and prioritise a busy workload to meet agreed deadlines. • Proficient in MS Office suite, and confident in learning and maximising the use of in-house databases and systems. • Ability to work collaboratively and flexibly within HR and with colleagues, to ensure positive outcomes. • Ability to build rapport and trust with internal and external colleagues, face to face and on the telephone. • Ability to work independently with initiative and also as part of a team. • Exceptional attention to detail. 	<ul style="list-style-type: none"> • Knowledge and understanding of Safer Recruitment 	
Experience	<ul style="list-style-type: none"> • Experience of providing an effective administration service to customers and colleagues. • Experience of delivering excellent customer service, including signposting elsewhere where appropriate. 	<ul style="list-style-type: none"> • Experience working in a school. • Experience of compliance vetting checks et DBS, references, qualifications. • Experience of providing administration with HR 	

		or similar service, using confidential data.	
Personal competencies and qualities	<ul style="list-style-type: none"> • An appreciation of the Catholic Benedictine Ethos. • Dedicated to ensuring the safeguarding of pupils. • Professional, combined with a warm and approachable personality. • Resilient and calm under pressure. • Open to new ideas and the ability to reflect, review, learn and adapt. • Comfortable with total discretion and confidentiality. 		

Received by (print name): _____

Signature: _____

Date: _____