

# People Administrator

London

## Purpose of Job:

We are looking for a proactive, personable and thorough Administrator to join our People team to support our national business. You will support the people team with all administration duties in relation to people processes, recruitment and learning and development.

Excellent attention to detail, communication skills and the ability to prioritise is essential, along with demonstrable administration experience within a similar role. Whilst experience within the people function is preferred, this is not essential.

This is a fantastic opportunity to join a small team and get exposure to all aspects of the people function which provides great opportunities for development and progression. If of interest to the successful candidate, we can offer opportunities to complete a level 3 or level 5 apprenticeship in HR or Learning & Development.

This role is based in our London office with the opportunity to work from home.

## Duties and Responsibilities:

- + Creating and issuing employment documentation
- + Undertaking pre-employment checks and onboarding of new starters (reference checks etc.)
- + Undertake general induction duties for all new starters across our offices (in person and via Microsoft Teams)
- + Processing leavers
- + Producing and issuing employment documentation such as contract variation, parental leave, employee relations
- + Employee benefits administration
- + Maintaining HR data including sickness absence, probation, personal review schedules
- + Maintaining personnel files
- + Update the people page of our intranet, The Edge
- + Support with the coordination of awareness events for our wellbeing schedule
- + Support with the coordination of our annual Mental Health Awareness Week and National Apprenticeship Week
- + Uploading content to our L&D platform
- + Arrange and coordinate CPD's
- + Maintain L&D data including qualifications & memberships, professional development, apprenticeships, feedback collection
- + Supporting the team with all admin related tasks including typing, scanning and filing
- + On an ad-hoc basis answer the main switchboard and manage general enquiries

## Training Programme requirements:

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training
- + Commit to achieving or maintaining professional status through the relevant professional institution

Person Specification:

	Essential	Desirable
<b>Knowledge</b>	<p>Competent using Microsoft packages including; Word, Excel and PowerPoint</p> <p>Competent using Outlook email and the internet.</p>	<p>Understanding of pre-employment processes i.e. right to work checks, undertaking reference requests</p>
<b>Skills</b>	<p>Excellent communication skills and confidence to communicate at all levels of seniority, liaising with multiple business units.</p> <p>Excellent time management, the ability to manage multiple tasks and prioritise at busy times.</p> <p>High level of organisation and prioritisation skills with a keen eye for attention to detail</p> <p>Maintaining filing systems and accurate records</p> <p>Work effectively within a team</p>	
<b>Experience, qualifications and prospects</b>	<p>Experience working in an administrative support role</p>	<p>Previous experience working within the people function at an administrative level – HR, recruitment, learning &amp; development</p> <p>Business or HR qualification</p> <p>CIPD membership</p> <p>Apprenticeship standard awareness</p>
<b>Attributes and Personal characteristics</b>	<p>Personable and approachable</p> <p>Excellent team working and interpersonal skills</p> <p>Flexible and proactive approach to work</p> <p>A passion to build a career and progress within the business</p> <p>Willingness to take ownership of tasks and use initiative.</p>	<p>An interest in sustainability</p> <p>An interest in coordinating social events for our wider Group Support team.</p>