

JOB DESCRIPTION

University College School was founded in 1830 to promote principles of liberal scholarship. That remains our first and overriding aim. Intellectual curiosity, breadth of study and independence of mind combine to achieve academic excellence; they are not subordinate to it.

Initially located in Gower Street, as part of University College London, the School was revolutionary in its approach to education, having as a fundamental principle that religion, in any form, should neither be an entry requirement nor a taught subject, believing rather that faith is a matter for the family and the individual - a tradition that continues today. The UCS Foundation, now independent of the University, comprises three schools: the Senior School (850 pupils: 11-18), the Junior Branch (250 pupils: 7-11) and the Pre-Prep (130 pupils: 3-7).

All three schools are set in attractive locations. In 1891 the Junior Branch was established at Holly Hill, Hampstead, followed in 1907 by the School's separation from UCL, and the acquisition of the Senior School's current purpose-built accommodation in Frognal, opened by King Edward VII. The pre-preparatory branch is based nearby. All three schools have full use of the extensive playing fields (including a large all-weather pitch and two pavilions) in West Hampstead.

UCS remains true to the liberal traditions of its founders and continues to work hard to foster independence of mind among its students and to value their individuality. Academic results are excellent. Music and drama are very strong at UCS and the school offers an outstanding range of co-curricular activities and enrichment opportunities. The school has a fine record in team games, with shared endeavour and good sportsmanship held in high regard.

The HR department provides a full range of HR services to the whole Foundation, covering recruitment, learning and development, employee relations, pay and benefits and employment policy and planning. The department is responsible for pre-vetting all employees and contractors on site in regulated activity, working closely with the School's senior managers.

1 JOB DETAILS

Job Title:	HR Administrator
Location:	Frognal, Hampstead, London, NW3 6XH
Contract:	Permanent, Full Time 35 hours per week. Monday – Friday.

2 JOB PURPOSE

To support the HR Advisor, Payroll Officer and Head of HR in all aspects of the department across the Foundation and UCS Active for both academic, support staff, volunteers and contractors. This will include administrative support to HR and payroll and to act as a gatekeeper and first point of contact for the department.

3 DIMENSIONS

The HR Administrator will report directly to the HR Advisor who provides support and advice to staff regarding a wide range of HR issues. The HR Advisor reports to the Head of

HR. The Administrator will also have a strong working relationship with the Payroll Officer, who reports into the Head of HR.

4 KEY RESPONSIBILITIES

Human Resources

- Updating, maintaining and monitoring the Single Central Record for the Foundation, including those attending training, in line with the ISI guidelines, including escalation of non-compliance to colleagues.
- Updating the HR/Payroll database and the SIMS database with starters and leavers, salary and contract changes on a regular basis
- Acting as gatekeeper and first point of contact for the HR Department. This would include meeting and greeting department visitors and using initiative to manage staff queries before they are forwarded to the HR department
- Providing administrative support for the Foundation; including drafting contracts, salary letters and other documentation.
- Maintaining physical and electronic personnel files for all UCS staff and contractors and updating as necessary with regards to changes in contracts, employee relation issues and other information such as training and development certificates and fit notes
- Providing information on and administering staff benefits alongside the HR Advisor
- Ad-hoc admin duties; school workforce census data, assisting with reading parent volunteers, student exchange trips and annual staff gift giving (Christmas)

Recruitment

1. To provide administrative recruitment support across the Foundation and UCS Active. This involves the following aspects of the recruitment cycle, to include:
 - Correspondence between the HR department and relevant hiring managers.
 - Liaising with the foundation PR team to ensure vacancies are advertised in a timely manner
 - Ensuring the return of all recruitment packs and making sure paperwork is completed and up to date.
 - Conduct reference checks to verify employment history and qualifications of prospective employees
 - Conduct all pre-employment checks including DBS, medical, right to work, overseas and other online checks (social media) for prospective employees; including volunteers
 - Working with agencies and contractors to ensure they provide the required confirmation of checks for their staff
 - Process and issue ID badges for new starters.

The above list of duties does not represent an exhaustive list of duties and the HR Administrator may be required to assist with other requirements to support the HR team in performing their role within the foundation.

5. HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on Health and Safety.

6 REQUIREMENTS FOR THE POSITION/PERSON SPECIFICATION

SKILL	ESSENTIAL	DESIRABLE
Academic		CIPD certified or working towards an HR qualification
Experience	At least two years' experience in an administrative role with a range of responsibilities	Experience in a HR role.
Knowledge		Knowledge of the ISI regulations, Equality Act and GDPR 2018. Knowledge of UK Visa tier system
		Knowledge of administering pre-employment checks such as DBS, overseas, references etc.
Skills/Abilities	Ability to work independently with little supervision and comfortable with routine work.	
	Excellent attention to detail	
	Ability to prioritise and work under ever changing circumstances	
	Articulate, accurate and efficient	
	Ability to use own initiative, following a task through to a successful conclusion; alternatively, seeking out opportunities to make a contribution to the department and work with others	
	Highly organised with the ability to organise others and to manage deadlines whilst maintaining high quality standards	
	Excellent communication and interpersonal skills with the ability to act professionally at all levels	
	Flexible and able to multitask	
	Team player	
	ICT skills – confident with MS office and at	

	least up to intermediate on Word, Excel and Outlook and ability to learn new software	
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UCS is committed to the welfare and safeguarding of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS). This is a requirement as the position is within a school working with children under 18 years of age.