

Role Profile			
Role	Human Resources Co-ordinator	Department	Human Resources
Direct Reports	None	Reporting To	Group Head of HR
<b>Role Purpose</b>			
<p>To support the delivery of Group HR objectives through the provision of professional and confidential HR support services. Primarily this will include the provision of high-quality administrative support and co-ordination of core HR processes across the Orbital Education group, including responsibility for the management of HR data and reporting.</p> <p>You will also be responsible for supporting the Group Head of HR with specific HR project work and employee relations matters as required.</p>			
<b>Key Accountabilities</b>			
<p><b>1. HR Administration</b></p> <ul style="list-style-type: none"> <li>• Ensure accurate review and maintenance of electronic HR records across the group, to support accurate reporting.</li> <li>• Ensure compliance with regulatory requirements and Group standards in respect of HR records (ie/ compliance with safeguarding checks and auditing of school single central registers).</li> <li>• Confirm accurate central record keeping and filing of key contracts, information and data.</li> <li>• Oversee the group recruitment inbox, triaging and responding to queries from applicants and speculative contacts.</li> <li>• Responsible for posting, updating and managing new vacancy adverts across group and school accounts.</li> <li>• Support school HR contacts with advertising queries and issues, including management of the TES portal and other jobs boards.</li> <li>• Directly support all stages of Head office recruitment, including interview arrangements and invites, reference checking, and pre-employment checks.</li> <li>• Provide administrative support required to deliver annual employee survey and exit interview survey processes.</li> <li>• Carry out and supervise all HR administration for Head Office; including administrative support to the Group Head of HR as required, diary and meeting management and supporting ad hoc projects to ensure the smooth running of HR central services.</li> </ul> <p><b>2. Record and Data Processing</b></p> <ul style="list-style-type: none"> <li>• Produce regular reports from HR data management systems, reconciling HR data with previous reports, payroll reports and other sources of information, to validate and ensure data accuracy.</li> <li>• Interrogate HR data to audit accuracy– follow up with school HR contacts to correct errors &amp; anomalies.</li> <li>• Maintain central records of school offer letters, contracts, employee handbook templates and documents.</li> <li>• Run all monthly HR reports, reporting upon staff movements, headcount and FTE, recruitment, performance management, absence and leaver reports.</li> <li>• Work with the Group Head of HR, School HR and Group IT support to ensure continuous improvement of all group reporting systems.</li> </ul> <p><b>3. Management Information and Reporting</b></p> <ul style="list-style-type: none"> <li>• Ensure the timely and accurate provision of HR Management Information to the Group Head of HR, providing key HR metrics from monthly data reports.</li> <li>• Compare data with previous reports to highlight key variances.</li> <li>• Run all relevant HR survey reports, consolidating data and feedback in respect of annual staff surveys, engagement and exit interviews to provide reports as required by the Group Head of HR.</li> </ul> <p><b>4. Group HR and Project Support</b></p> <ul style="list-style-type: none"> <li>• Support School HR contacts with co-ordination of school-based projects which support Group HR objectives.</li> <li>• Support the Group Head of HR with administration, management and co-ordination of Group HR initiatives and projects as required.</li> <li>• Provide first line advice in respect of general HR queries, advising in accordance with relevant Group HR policy and best practice.</li> <li>• Support group collaboration projects which promote building of relationships and integration across Orbital group schools.</li> </ul>			



- Work with central IT and e-learning contacts to improve and promote the Group's Virtual Learning Environment (VLE) and the roll out of effective e-learning programmes across the group.
- Support co-ordination and administration relating to training, including inviting delegates and providing pre-course material etc. of training coordinator experience i.e. room bookings, liaising with trainers, inviting delegates, providing pre-course material etc.

### Person Specification

#### Skills, Knowledge, and Experience

- Educated to A level standard or above, able to sufficiently demonstrate numeric and written skills required.
- Relevant HR qualification or equivalent HR work experience at a similar level within a service environment.
- Prior experience of dealing with confidential and sensitive information.
- Ability to understand the importance of KPIs and performance metrics, recognising how HR contributions add value to the business.
- Familiarity with Microsoft packages with strong spreadsheet (excel) and MS word skills.
- Previous experience working with databases and reporting systems, able to generate and manipulate reports desired.
- Strong communication skills both verbal and written.

#### Behavioural Competencies

- Recognises excellence and strives to ensure excellent standards at all times.
- Excellent interpersonal skills with proven ability to work collaboratively and effectively, with individuals and teams face to face and remotely.
- A team player, willing to help and support others wherever needed.
- Enthusiastic, flexible and able to work independently to deliver duties as reasonably required.
- Solution focused with a constructive can-do attitude. Able to find pragmatic solutions, seek improvements, and can adapt to changing situations
- Able to be discrete and professional, trusted with sensitive information.
- Committed to promoting and ensuring compliance with the group's policies, vision and values, best practice and codes of conduct.