

HR Administrative Assistant Job Description

Maternity Cover

Job title

HR Admin Assistant

Location

Auchterarder, Scotland

Contract type

Fixed-term contract, 15 months — maternity cover

Hours

20 hours per week

Salary

£13.50 per hour

Responsible to

Executive Director

Purpose of the role

The HR Admin Assistant will provide efficient, accurate and confidential administrative support across the full employee lifecycle. The postholder will support recruitment, onboarding, employee record keeping, HRIS administration, contract variations, leaver processes, exit interviews and HR reporting.

The role is central to ensuring that HR processes are well organised, compliant, timely and supportive of the needs of the school and its staff.

Key duties and responsibilities

Employee lifecycle administration

- Support HR administration across the full employee lifecycle, including recruitment, onboarding, employment changes and leavers.
- Prepare and maintain accurate HR documentation, correspondence and records.
- Ensure HR processes are completed in a timely and consistent manner.
- Support managers and staff with routine HR administration queries.

Recruitment administration

- Post job adverts on appropriate platforms and ensure vacancy information is accurate and up to date.
- Coordinate recruitment timelines and communication with candidates.
- Arrange interviews with managers, candidates and interview panel members.
- Support pre-employment administration, including references, right to work checks and other required documentation.

HRIS and employee records

- Take day-to-day responsibility for maintaining the HR Information System.
- Ensure employee records are accurate, complete and up to date.
- Input and update employee data, ensuring confidentiality and data accuracy.
- Maintain electronic and paper personnel files in line with school procedures and data protection requirements.

Contractual changes and documentation

- Prepare variation to contract letters and related HR correspondence.
- Maintain accurate records of changes to hours, salary, role, line management, contract type or other employment terms.
- Liaise with relevant colleagues to ensure employment changes are processed correctly and on time.

Leavers and exit interviews

- Support the administration of leavers processes, ensuring all required documentation and system updates are completed.
- Coordinate exit interviews and record feedback appropriately.

HR reporting

- Prepare quarterly HR reports, including relevant employee data, recruitment updates, absence information, turnover, leavers and other agreed HR metrics.
- Ensure reports are accurate, clearly presented and produced within agreed timescales.
- Support the use of HR data to inform planning and decision-making.

General HR administration

- Provide a professional, confidential and responsive HR administration service.

- Maintain strong working relationships with managers, staff and external contacts.
- Support continuous improvement of HR processes and record keeping.
- Undertake any other reasonable HR administration duties in line with the role.

Person specification

Essential

- Strong administrative experience.
- Excellent attention to detail and accuracy.
- Strong organisational skills and the ability to manage competing priorities.
- Excellent IT skills. Experience with Google Drive is desirable.
- Ability to handle confidential and sensitive information appropriately.
- Clear written and verbal communication skills.
- Professional, approachable and helpful manner.
- Ability to work independently and as part of a team.

Desirable

- Previous HR administration experience.
- Experience using an HR Information System.
- Experience supporting recruitment processes.
- Experience working in a school, education setting or regulated environment.
- Understanding of employee records, contract changes and HR reporting.
- CIPD Level 3 or working towards a relevant HR qualification.

Safeguarding and confidentiality

The postholder will be expected to uphold the school's safeguarding, confidentiality and data protection requirements at all times. Appointment may be subject to satisfactory pre-employment checks, including references and any required disclosure checks.

Equal opportunities

The school is committed to equality, diversity and inclusion and welcomes applications from candidates with a range of backgrounds and experiences.