



HR Assistant	
Reporting to:	Senior HR Advisor
Working Hours:	Monday – Friday, 8.30am – 5pm
Salary:	£25,829 - £29,762
Position Code:	PC S4 Scale point
Annual leave	26 electable days, 8 statutory days and up to 5 closure days at Christmas

## Job Purpose

To provide high-quality, professional HR administrative support with a primary focus on recruitment administration and staffing cover coordination. The post holder will ensure HR processes are efficient, compliant, and delivered in a timely manner, supporting the effective operation of the College. The role works closely with HR colleagues, curriculum and support managers, and external agencies to deliver a positive candidate and staff experience while maintaining high standards of compliance and safeguarding.

## Duties and Responsibilities of the Job

### Recruitment and Selection Administration:

a. Provide end-to-end recruitment administration support for all College vacancies, ensuring a consistent and professional recruitment process.
b. Work closely with hiring managers and HR Advisors to agree recruitment timelines, documentation, and advertising strategies.
c. Prepare and post vacancy advertisements across appropriate platforms, including the College website, job boards, and specialist recruitment sites.
d. Coordinate recruitment advertising and manage relationships with external advertisers and recruitment agencies as required.
e. Monitor incoming applications and act as a point of contact for applicants throughout the recruitment process.
f. Support shortlisting activities, including preparing documentation and coordinating outcomes with hiring managers.
g. Arrange interviews and selection activities, including scheduling, issuing invitations, preparing interview packs, and coordinating panels.
h. Maintain accurate and up-to-date recruitment records, ensuring all documentation is stored securely and in compliance with GDPR and College policies.

**Cover Register and Staffing Coordination:**

a. Develop, maintain, and oversee the College's cover teacher register, ensuring a reliable and high-quality talent pool is available.
b. Advertise cover opportunities as required, including promoting roles through appropriate channels to attract and maintain a strong pool of cover staff.
c. Manage applications and onboarding for cover staff, ensuring all safeguarding and compliance requirements are met, including DBS checks, Right to Work verification, and pre-employment checks.
d. Coordinate and allocate cover teachers in response to staff absence, working closely with curriculum managers and relevant departments.
e. Communicate cover arrangements clearly, accurately, and promptly to staff and managers.
f. Monitor cover usage and staffing patterns, producing reports and data for managers as required.

**HR Administration and Support**

a. Maintain accurate and timely HR records on the HR system (e.g. iTrent), ensuring data integrity and confidentiality at all times.
b. Support the implementation and continuous improvement of HR processes and systems, including contributing to the introduction of new systems for example a candidate tracking system.
c. Review, refine, and update recruitment-related materials and templates, including employer branding content such as "Why Work Here" information.
d. Oversee people-related checks and records, including administering probation reviews and recording, monitoring, and following up return-to-work interviews in line with College procedures.
e. Provide general HR administrative support to the wider HR team as required.

**General Responsibilities**

a. Ensure all HR activities are carried out in accordance with College policies, employment legislation, and safeguarding requirements.
b. Handle sensitive and confidential information with discretion and professionalism.
c. Contribute to recruitment events, open days, and College promotional activities as required.
d. Comply with the College's Equality & Diversity, Safeguarding, and Health & Safety policies.
e. Undertake continuous professional development and maintain accurate CPD records.
f. Carry out any other duties commensurate with the grade of the post as required by the College Management Team.

## Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
<ul style="list-style-type: none"> <li>a. Experience in an <b>administrative role</b>, ideally within HR or recruitment.</li> <li>b. Strong organisational skills with excellent attention to detail.</li> <li>c. Experience of managing multiple tasks and meeting deadlines.</li> <li>d. Excellent IT skills, including Microsoft Office.</li> <li>e. Understanding of confidentiality and data protection requirements.</li> <li>f. Good written and verbal communication skills.</li> <li>g. Educated to <b>Level 2 in English and Maths</b> (or equivalent).</li> <li>h. Professional, approachable, and reliable with a strong customer-service focus.</li> </ul>



Desirable criteria
<ul style="list-style-type: none"> <li>a. Experience of working in an <b>HR or recruitment environment</b>.</li> <li>b. Experience of working within an <b>education environment</b>.</li> <li>c. Knowledge of HR systems such as <b>iTrent</b>.</li> <li>d. CIPD Level 3 (or working towards).</li> </ul>



## CONDITIONS OF EMPLOYMENT

### Working Hours

This is a full-time position and basic working hours are to be worked within the College day; from 0830hrs to 1700hrs Monday to Friday. Some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave full time entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be

planned and agreed with your Manager. Annual leave can be booked via iTrent from the start of the new holiday year (1 September).

### **Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.