Chetham's
School of Music

JOB DESCRIPTION

Job Title:	**HR Administrator**
Responsible to:	HR Manager
Hours of work:	The role is 17.5 hours per week, Monday to Friday
Holiday entitlement:	The role is a 52 week position and the post holder will be entitled to annual leave of 28 days including bank holidays (FTE).

Information about Chetham's

Founded in 1653, Chetham's Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

Main Purpose of Role:

To contribute to the provision of an effective and supportive HR Department, ensuring an efficient HR service to all areas of Chetham's and its employees. This will include employment-related administration and ensuring compliance with employment legislation and ISI Regulations.

Main Responsibilities and Duties:

Administration

- To maintain and update HR records, including production and maintenance of personnel files.
- To handle Maternity, Paternity, Adoption, Shared Parental and Parental Leave administration and support where required in respect to these processes.
- To support in the maintenance of HR systems and databases; to enter data and maintain these accordingly.

- To provide general administration support to the HR Department as required, including filing, telephone responses, scanning, photocopying and emails.
- Organising meetings and taking minutes, when required.
- Supporting in the production of departmental documents and materials, when required
- To administer employee life cycle processes, including new starters and leavers and changes, such as compilations of required correspondence and co-ordination of required components.

Recruitment, Selection and Induction

- Having an up to date and sound knowledge of the School's recruitment processes and diligent following of Safer Recruitment practices
- To provide administrative support to the recruitment process, including:
    - Placing of advertisements
    - Checking and distribution of Application Forms
    - Liaising with recruitment agencies
    - Managing candidates' correspondence, including invitations to interview
    - arranging interviews and assisting in interviewing and selecting candidates
    - Acting as point of contact for any candidate queries during the recruitment and selection process
    - Preparation of shortlisting and selection documentation for hiring managers where required.
- To prepare job offer letters and contracts of employment.
- To undertake required pre-employment checks in line with regulations and Safer Recruitment practices; updating and discussing with the HR Manager where appropriate or required.
- To ensure new starter paperwork is completed and relevant information provided to Payroll for processing.
- Liaise with the Payroll Officer on payroll matters ensuring all starters and leavers and salary changes are accurately implemented in Payroll each month if/when required.
- To co-ordinate the Induction process to ensure an effective and positive onboarding for all new employees and their relevant departments.

Employee Relations

- To respond to general queries from employees and managers where appropriate, signposting them to relevant policies and procedures and notifying/ escalating to the HR Manager where required.

General

- To maintain own continuing professional development, keeping up to date with legal requirements, relevant HR developments and case law.
- To maintain appropriate confidentiality of information relating to Chetham's, its employees and students, maintaining compliance with Data Protection law and GDPR Regulations.
- To adhere to Chetham's Policies and Procedures at all times.
- To ensure alignment to HR best practices.
- To ensure attendance at required training, including Safeguarding.
- Obtain and maintain Safer Recruitment Training.
- Obtain/maintain a knowledge of ISI Regulations, ensuring they are effectively implemented in relation to staffing and employment.
- Any other administrative and support duties required for the department.

This is not an exhaustive list of duties, and the HR Administrator will be expected to be flexible to meet the needs of the HR function and the Chetham's community.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

PERSON SPECIFICATION – HR Administrator

Essential attributes

- Strong administrative skills
- Excellent written and verbal communications skills
- Thorough attention to detail
- Good organisational skills
- Strong interpersonal skills, with a positive and collaborative approach
- Strong and accurate data entry skills
- Self-motivation and enthusiasm
- An ability to work well within a team
- Excellent record keeping skills
- Good IT skills
- Ability to handle sensitive information, maintain confidentiality and work with discretion
- Suitability to work with children

Desirable attributes

- Previous experience working in a HR Administrator role would be beneficial
- Previous use of HR Systems.
- A creative, pragmatic thinker
- Flexibility and willingness to be "hands on" in all aspects of the role

Chetham's is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service Reg. Charity No: 526702

I confirm that I have read and understood this job description and that I agree to its contents.

Print Name: …….

Signature: …….

Date: …….