



## **St Benedict's Catholic College**



## **HR Administrator Application Pack**

### Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2018 Ofsted inspection found that we continue to be a good school, that pupils behaved well and like coming to school. Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first.

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy, confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for an HR Administrator

#### The successful candidate will:

- have exceptional administrative skills an eye for detail and a commitment completing each task right first time
- have a good understanding of HR processes, from recruitment to payroll
- be a strong team player who forms excellent relationships with staff
- be willing to support the strong Catholic ethos of our college

#### We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Mr Chris Brown, Business Manager on 01206 549222 or be emailing [admin@stbenedicts.essex.sch.uk](mailto:admin@stbenedicts.essex.sch.uk)

## RECRUITMENT

The post is required as soon as possible, and the closing date for applications is Monday 12<sup>th</sup> September 2022 at 12.00 midday. Interviews will be held week commencing 19<sup>th</sup> September 2022.

Please apply by completing an application form which can be obtained from the College website [www.stbenedicts.essex.sch.uk/vacancies](http://www.stbenedicts.essex.sch.uk/vacancies) or by emailing [admin@stbenedicts.essex.sch.uk](mailto:admin@stbenedicts.essex.sch.uk)

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely



Jo Santinelli  
**Principal**

### Flavour of the local area

The College is situated a short walk from Colchester Town Centre, Britain's oldest recorded town.

Colchester is a thriving, modern town with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the town, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The town also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



## HR Administrator – Job Description

### Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

**Grade**            Scale 6

**Job Purpose** To provide an efficient and effective service to the college by accurately maintaining personnel data in a secure and confidential manner.

To provide an efficient and effective service to support the recruitment process for the college

**Reports to**    Business Manager

### Job role

- To provide administration for the recruitment process including
  - Placing adverts
  - Receiving applications
  - Preparing shortlisting packs
  - Organising interviews
  - Obtaining references
  - Preparing interview packs
  - New starter processing
- To maintain manual and computerised personnel data
- To be responsible for preparing all forms for submission to payroll in relation to staff personal data and salary information
- To be responsible for pre-employment checks and to ensure timely submission of employment data to payroll
- To co-ordinate an efficient system ensuring contract review dates are met e.g. salary increments, temporary responsibilities and fixed term contracts
- To co-ordinate an effective system for recording staff absence, ensuring medical certificates are received and relevant forms are completed
- To be responsible for producing the monthly return regarding staff absence for submission to payroll
- To prepare Contracts of Employment
- To liaise with relevant external agencies, where appropriate, in relation to HR services
- To assist in the reconciliation of payroll data
- To act as first point of contact for queries on personnel and salary data
- To provide customised reports including the use of the management information system reporting tools
- To prepare all data for submission of Schools Workforce CENSUS, ensuring it meets current requirements, is up to date and accurate, investigating any highlighted errors or warnings
- To be aware of any changes or upgrades to the management information system and communicate to other users
- To maintain the college's staff emergency contact list
- To regularly review, update and maintain the college's Personnel Procedures Manual
- To undertake any training commensurate with the post
- To attend and take minutes of meetings, as required, such as absence, disciplinary etc.
- To process staff leavers
- To work with the College and Governing Body to ensure that effective communications are maintained with particular emphasis on customer care and college ethos

## RECRUITMENT

- To work with the College and Governing Body on service development for the future
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the College's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade



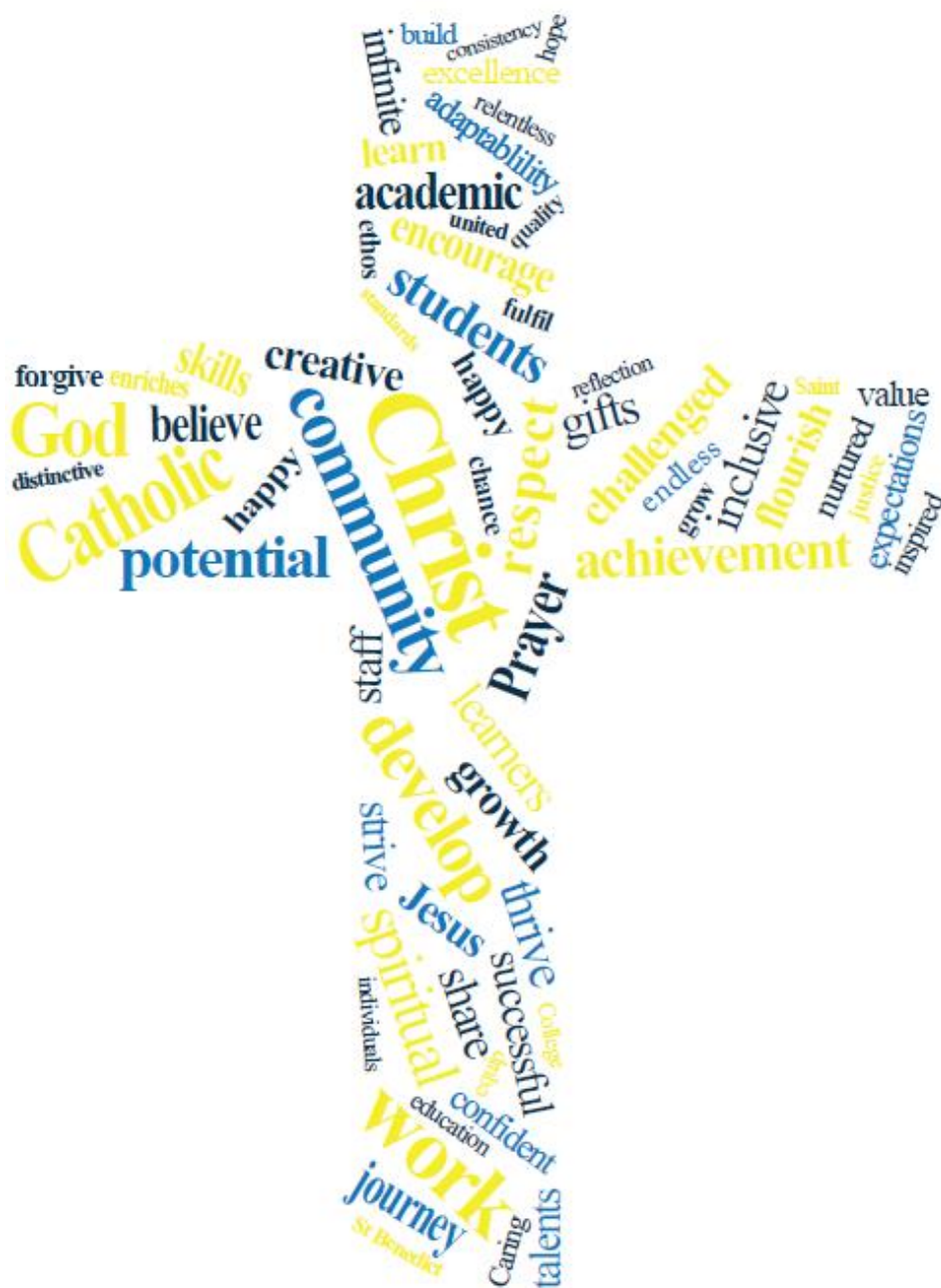
## Person specification

<b>Qualifications and experience</b>	<b>Essential</b>	<b>Desirable</b>
Degree standard or equivalent		✓
Good pass in English GCSE (or equivalent)	✓	
Good pass in Maths GCSE (or equivalent)	✓	
Knowledge/Experience of HR policy and procedure	✓	
Knowledge/Experience of HR policy and procedure in schools		✓
Knowledge and experience of school personnel management	✓	
Practical experience of managing school computer systems	✓	
Evidence of commitment to own professional development	✓	
Experience of working with students across the secondary age range	✓	
High quality ICT skills, including thorough working knowledge of the software relating to personnel	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Good organisational skills	✓	
Ability to work accurately with attention to detail	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to complete complex returns, write complex letters and reports	✓	
Ability to exchange complex information clearly and sensitively	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to manage difficult or controversial exchanges	✓	
Good understanding of the learning experience provided by the College		✓
Understand the importance of physical and emotional wellbeing	✓	
Establish effective relationships with those working in and with the College	✓	
Able to represent the College at LA and consortium meetings	✓	

## RECRUITMENT

<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to develop and implement effective systems to share and safeguard information	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Be well organised	✓	
Able to ensure that tight, strict deadlines are met	✓	
Demonstrate a highly creative approach to work	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Ability to address SLT and Governing Body		✓
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	





## St Benedict's Catholic College

Norman Way

Colchester

Essex

CO3 3US

[www.stbenedicts.essex.sch.uk](http://www.stbenedicts.essex.sch.uk)

