



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

VIDETE BONA DOMINI

HR Administrator

We seek to appoint an experienced and HR Administrator for our College based in Twickenham.

Start Date: September 2017

Working Hours: Part-time. Working hours to be agreed with the successful candidate but approximately 2-3 days a week, with some flexibility over working hours. 40 weeks a year (term time plus 1 week).

Salary: NJC scale 4/5, depending on previous experience.

We are looking to appoint an experienced HR Administrator to provide support our Primary and High schools. The successful candidate will provide support to the Business Manager in ensuring that HR records are accurate and up to date and processed on a timely basis.

The position will involve, amongst other things:

- Processing of new starters, leavers and contractual changes
- Liaison with third party payroll and HR providers (currently Local Authority)
- Completion of month-end payroll reconciliations
- Employee contract management
- Processing overtime and ad hoc payments
- Preparation of letters confirming contractual changes and third party references
- Maintenance of HR files and documentation
- Assistance with policy updates and staff communications
- Administration of staff welfare packages
- Preparation of absence reports for review
- Maintenance of staff training records
- Maintenance of employee data on SIMS and completion of the annual workforce census return
- Assistance with update and maintenance of the College Single Central Record in relation to staff and volunteers



Clifden Road • Twickenham TW1 4LT • 020 8325 4630
www.strichardreynolds.org.uk • @stRRCCCollege

Principal: Richard Burke BSc M.A.
Diocese of Westminster

You will have:

- An empathy with, and be fully supportive of, our Catholic identity and mission, if not a practising and committed Catholic
- A love for working with and supporting young people
- A positive and pro-active attitude to life and work
- Good organisational skills, with the ability to prioritise tasks, and manage your own workload
- Excellent communication skills, being able to competently deal with all of our stakeholders
- A friendly, approachable demeanor with an adaptable and flexible outlook
- Excellent time-keeping and a responsible, reliable and mature attitude towards work
- A willingness to learn and develop
- A-Levels or equivalent
- Experience working in HR administration or a similar role, ideally within a school

What we can offer:

- Training relating to the role, systems and CPD
- Support for the role
- Opportunities in this growing college
- Staff incentives

Closing date for applications: **Friday 14th July 2017**

Interviews: **w.c. 17th July 2017**

If you want to become part of our team and would like further information, please see our website www.strichardreynolds.org.uk for further details, and then apply by application form with the names of two referees and a supporting letter addressing the person specification above. Please contact Claudine Richardson at recruitment@srrcc.org.uk for further information.

St Richard Reynolds Catholic College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Criminal Records Bureau.