

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **People Resourcing Administrator?**

Job Title	People Resourcing Administrator
Ref No.	ME2526030
Department	People and Organisational Development
Reporting to	People and Organisational Development Manager
Location	Northampton, Booth Lane Campus
Salary	In the range of £25,798 - £28,513 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
Hours	37 hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To work with the People Resourcing Partner to deliver an effective, inclusive, and legally compliant recruitment and selection process, enabling the College to attract and recruit high performing individuals committed to the values, aims and objectives of the organisation.

Main Duties and Responsibilities

1. To, under the People Resourcing Partner's guidance, carry out recruitment and selection administration processes, including, for example, the placing of recruitment advertising, the provision/processing of candidate applications, shortlisting, and selection documentation.
2. To liaise with candidates and managers throughout the recruitment and selection processes providing documentation and advice as appropriate and to the required timescales, including arranging schedules for selection processes.
3. To monitor criminal conviction declarations in application forms and refer to the People Resourcing Partner or People and Organisational Development Manager.
4. To ensure compliance with the relevant aspects of Keeping Children Safe in Education Statutory Guidance, particularly regarding the completeness of the Single Central Record data and Safer Recruitment requirements.
5. To conduct full pre-employment checks, ensuring ensure the College is always legally compliant from a recruitment and selection and data protection perspective. For example, with regards to eligibility to work in the United Kingdom, criminal records checks, references, and overseas checks.
6. To carry out inductions with new employees.
7. To support the People Resourcing Partner, working with cross-College managers and the Marketing and Communications Team, in the organisation of employment recruitment events, providing a professional, informative, and welcoming environment to all potential applicants/attendees.
8. To compile and produce recruitment and selection data/statistics as required for the People Resourcing Partner/People and Organisational Manager/Vice Principal - People and Organisational Development when required.
9. To prepare for verification, and subsequent issue, contractual related documentation for new and existing employees.
10. To process and archive data in line with data protection principles.
11. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	- English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level - Level 3 HR/Business qualification (or willingness to obtain)	
Knowledge	- Understanding of, and commitment to, the principles of equity, inclusion and belonging - Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting - Understanding of the principles of data protection	
Skills	- Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders - Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook - Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines - High levels of attention to detail and accuracy - Ability to provide a responsive and professional level of customer service at all times	
Experience	- Experience of working in a fast pace administrative role - Experience of delivering high levels of customer service	
Attributes	- Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence - Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach - Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions - Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments - Priorities the needs of the team, customer, and the organisation - High degree of integrity and honesty - Empathetic: demonstrates thoughtfulness towards others - Resilience: able to recover from setbacks quickly - Self-motivated: demonstrates initiative, positivity, and a proactive approach - Positive role model for students	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

