

Job Description

Job Title: HR Administrator

Reporting to: HR Liaison Manager

Key Tasks:

Disclosure & Barring Service Checks (DBS)
Right to Work checks and ability to liaise with the Home Office where applicable
Knowledge of Employment Law Legislation, Investigations, Grievance and Disciplinary processes
Updating Policy & Procedures
Use of Microsoft Word and Excel
Be able to prioritise workload
BOX electronic storage (full training will be provided)
CRM - Customer Record Management System
Polite/professional telephone manner and attention to detail is essential
Online Policies and Procedures system (full training will be provided)

To work alongside the HR Liaison Manager and Recruitment/Personnel Department with regards to the following:

- Chasing outstanding recruitment documentation.
- Collecting all required information for the appointment of new support workers.
- Perform Right to Work checks and collecting the required documentation
- Perform Enhanced Disclosure & Barring Service Checks (DBS) on all new support workers
- Set up new employee personnel files in accordance with CQC guidelines.
- Inbound/outbound telephone calls/emails/post
- Provide support and assistance to support workers.
- Liaise via verbal and written methods with Case Managers, Support Workers and Deputies.
- Filing documentation via electronic cloud-based storage system.
- Maintain personnel records
- Supporting colleagues and covering where possible during absences.
- Any other reasonable request commensurate with the post.
- Flexible

The above list is not an exhaustive list and the role will be subject to ongoing development.

Signed: **Date:**