



HR Administrator

Location: Our Place Group, The Orchard, Bransford, WR6 5JE

Salary: £18,000 - £22,000 Full time equivalent – dependant on experience.

Hours per Week: 30 - 40 per week – Monday to Friday.

This is a fixed term contract for 12 months.

About Us:

Our Place Group consists of The Orchard @ Our Place, Our Place Schools and Lakeside @ Our Place. All are located on beautiful rural setting in Bransford, just 5 minutes from Malvern and close to the A44

The Orchard @ Our Place provides residential accommodation for children and young people up to the age of 16 with learning difficulties and challenging behaviours. Our Place School is a bespoke education facility that is focused on providing individual educational requirements for our residents. Our teams are committed to providing the best quality of care and support to children and young people enabling them to reach their full potential.

Lakeside @ Our Place has been purpose built to provide young people with residential accommodation for young people age 16+ of mixed gender with the purpose of independence and are supported by a team with a wealth of experience within the sector. Our Ethos at Lakeside is to enable young people to develop independence skills to strive to meet their full potential, with a person-centred approach.

Our vision is to be the provider of choice for 'whole life care' services offering all the young people that reside with us a bespoke package of care and education, and the opportunity to fulfil their potential in a safe and secure environment.

We aim to provide our people with a great place to work, where they feel valued by listening, developing and rewarding them. This role is demanding and requires hard work and commitment, but it is an extremely rewarding role and environment.

Job Description:

The HR Administrator will be responsible for providing professional and proactive administration support to the HR team. Delivering a comprehensive HR service to all employees and line managers, responding to first level queries, signposting to appropriate policies or procedures or escalating more complex issues to the HR Advisors or Head of HR.

The HR Administrators accountabilities will include but are not limited to: -

- Forming and maintaining employee records both paper and electronic.
- Safeguarding the organisation and the young people we support through safer recruitment practices.
- Complete regular management information reporting.
- Provide a high standard of HR support to all employees.

You will fit right into Our Place Group if you are flexible and not afraid of hard work and commitment.....

**Skills Required:**

- Excellent written and verbal communication skills.
- Strong attention to detail e.g. in writing contracts of employment.
- Excellent ICT skills in all aspects of Microsoft software including Outlook, Word, Excel and Teams.
- Knowledge of HR systems – specifically People HR.
- Excellent organisational and time management skills – ability to prioritise workload.
- Strong influential communication skills including face-to-face, written and video.
- Managing change.
- Excellent problem-solving skills.
- Ability to build strong relationships with people.

Work Experience & Knowledge:

- Knowledge of relevant HR legislation.
- Knowledge of safeguarding practices.
- Knowledge of HR practices and policies.
- Interest in HR and employment legislation.

Qualifications:

- CIPD level 3 in Human Resources - desirable.

What We Offer:

We offer an attractive range of benefits including: -

- Paid Breaks
- Generous annual leave.
- Nest pension scheme.
- Subsidised dining room.
- Staff events.
- Employee assistance programme.
- Refer a friend scheme.
- Fully paid induction training and shadowing package.
- Ongoing training & support.
- Cycle to work Scheme.
- Tech Scheme.



Your Application

During the application process we'll keep in touch every step of the way. We know how big a decision it is for you to apply for a job. Once you do, we'll work hard to keep you up to speed on how your application is progressing. With your help, we can make your application as quick and smooth as possible - **Due to the Covid-19 pandemic all interviews will be arranged via video calls.**

Our Place Group is fully committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment. An enhanced DBS will be required for the successful candidate, there will also be a requirement to subscribe and continue to subscribe to the DBS Update Service.

Pre employment checks will be carried out by Our Place Group in accordance with Safeguarding Children and Safer Recruitment in Education legislation. There is also a requirement for 2 satisfactory references with one being from the candidates current or most recent employer.