

Role Title: HR Administrator
Contract: Permanent, Part-Time (20 hours per week)
Salary: £22,000 -24,000 per annum full-time pro rata dependent on experience
Location: MetFilm School Ealing Studios, Ealing, London.
Reporting to: HR Manager
Start Date: ASAP

About MetFilm School

MetFilm School is one of the largest film schools in Europe, running undergraduate and postgraduate programmes across our London, Leeds and Berlin campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School, where all staff and students can work, learn, be ourselves, and reach our full potential. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

All posts are subject to Right to Work and Enhanced DBS checks.

About the Role

We are recruiting a part-time HR Administrator to contribute to the efficient running of the department by providing general Human Resources administrative service to new and existing staff.

The HR Administrator will support the HR function with tasks such as recruitment processes, induction and onboarding, absence management and training, ensuring compliance and best HR practice.

The successful candidate must have excellent organisational, administration and documentation skills combined with good attention to detail and accuracy. This position requires previous HR administrative experience, a sound understanding of processes and high level of confidentiality. The selected candidate must be computer literate with solid knowledge of MS Word, Excel, PowerPoint and Outlook.

Key Responsibilities

General HR Administration

- Manage the HR Inbox with timely and professional responses.
- Monitor and manage Leave & Absence records and ensure they are kept up to date and supporting documentation is provided where necessary.
- Calculate holiday entitlements.
- Support the Finance Team with the monthly payroll, and pension & benefits information and administration.
- File accordingly and maintain the personnel files, ensuring that they are kept up to date and in accordance with GDPR.
- Process leavers' information liaising with line managers and IT to disable users from systems and arrange the return of company equipment.
- Provide ad hoc admin support to new HR projects

Policies and Procedures

- Proactively provide responses and advice to queries arising from company policies and procedures, benefits, training or other staff matters escalating to the HR Manager as appropriate.
- Assist managers with Probationary Periods and Performance Appraisals with documentation administration and collating information for personnel files to ensure effective processes.
- Support the HR Manager with policy implementation.
- Provide administrative support to the HR Manager, including minutes taking, in the management of formal procedures, such as Grievances and Disciplinarys.
- Support H&S processes and duties such as inductions and training requirements.

Recruitment and Onboarding

- Assist the HR Manager and Hiring Managers in the recruitment process; from drafting Job Descriptions and online advertisements, liaising with recruitment agencies, managing job applications, scheduling interviews, timely response to all applicants, where required following up and scheduling second/ subsequent interviews.
- Provide administrative support with offer letters, reference requests and employment contracts.
- Conduct Right to Work checks in line with the Home Office rules
- Carry out DBS checks.
- Prepare documentation and liaise with line managers and IT to co-ordinate requirements for new starters and set up new users on relevant systems.

Training and Development

- Arrange, and allocate training as required.
- Monitor and keep staff Learning & Development files up to date.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post.

Knowledge and Experience

Essential

- Excellent knowledge and understanding of general administrative processes
- Minimum 1 year's administrative experience within a HR function and have worked with sensitive information previously.
- Administrative experience of working in a busy customer focused environment
- Experience of working with a range of databases

- Formal minute taking experience (Desirable)
- Studying towards CIPD (Desirable).

Skills and Behavioural Characteristics

Essential

- Excellent verbal and written communication skills.
- Excellent attention to detail, high level of accuracy and completeness
- Problem-solving capability.
- Ability to effectively organise a varied workload, managing conflicting priorities and tight deadlines.
- Ability to handle sensitive information and matters with a high degree of care, having due regard for data protection and maintaining confidentiality at all times.
- Ability to deal with staff-related issues with tact and sensitivity.
- Scheduling skills.
- Flexible and adaptable approach to work.
- Ability to form good working relationships with staff at all levels from across the institution.

How To Apply

To apply for this role please send a CV and cover letter to jobs@metfilm.co.uk, including the title of the role in the subject line, by Wednesday 25th May 2022.