



**INSPIRING
FUTURES
EDUCATION**

IFE - Inspiring Futures Education Ltd, parent of Bishopstrow College and Padworth College are seeking to appoint a part-time HR Coordinator

The successful candidate will have significant responsibility for HR matters across IFE, supporting our educational work, and will have a role to play in ensuring we achieve our people expectations at both Bishopstrow College and Padworth College, and beyond. The role will suit an individual who either has some HR experience already, or, someone who is an experienced, senior administrator.

The successful candidate will work closely with the Senior Management Teams of Bishopstrow and Padworth Colleges. S/He will report directly to the IFE Director.

This is a part - time role, 3-4 days or 24-32 hours per week, preferably worked across Monday to Friday. There is some flexibility to when the hours can be worked.

We offer a competitive salary of £28,000 - £34,000 per annum pro rata, 5% pension, 5 weeks holidays & any meals when working on site.

Duties include:

- Manage HR activities including procedures, recruitment, induction, etc. with both of the Principals and Bursar and other matters associated with HR.
- Manage the administrative procedure for the recruitment of all new staff – teaching and non-teaching - in respect of the Single Central Register and Safer Recruitment, ensuring that all safeguarding regulations are met
- Manage and/or conduct the different stages of the recruitment process from preparation of the job description and person specifications and advertising positions, through to answering applicant queries, and conducting pre-employment checks, including contact with referees.
- Arrange and manage interviews, respond to unsolicited employment applications, prepare offer letters and contracts, and oversee induction and settling-in requirements.
- Set-up and maintain staff files and archive files as appropriate.
- Support the appropriate line manager with guidance for the induction process for all new staff.
- Organise and record all core staff training and reviews including Child Protection, e-Safety, Safeguarding, First Aid training, etc, working alongside the Principals & Bursar who manage any individual training -
- Help review our training provisions and seek ways to develop further, particularly leadership development opportunities.



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- Support our performance review system across the year, supporting line managers conducting appraisals.
- Manage our DBS suppliers and process DBS applications.
- Help with the reviewing, updating and sharing of policies and procedures that relate to staff
- Circulate and record the distribution and acknowledgement of any HR, regulatory type information to relevant to staff.
- Ensure completion of statutory/regulatory paperwork by staff.
- Maintain the Staff personnel folders & files.
- Support and at times conduct the exit interview process for departing staff.
- Conduct regulatory Risk Assessments for staff.
- Other ad hoc matters as arise from time to time.

IFE currently has two schools just outside Warminster in Wiltshire and Reading in Berkshire. The successful applicant can work from either College, or from home. Some attendance will be required at each College to ensure a sufficient understanding of what is happening at and to build and maintain relationships with colleagues.

For more details and an Application Form, please see the Inspiring Futures Education vacancies page on our website - <https://www.ifedu.com/career-opportunities/> or email recruitment@ifedu.com

All College staff are expected to:

- Support and contribute to the College's responsibility for safeguarding students
- Work towards and support the College vision and objectives
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm
- Support colleagues and their work

Padworth College is committed to safeguarding and promoting the welfare of children and young people so the post is subject to an enhanced DBS

July 2024