

Job Description

Job Title HR Coordinator (Part time, 40 weeks)

Responsible to: Head of HR

Job Summary: As an HR Coordinator, you will play a crucial role in coordinating, undertaking, and delivering projects aligned with the ECI strategic plan.

You will be responsible for ensuring compliance with mandatory reporting requirements, such as gender pay reporting and Department of Education census.

Additionally, you will manage attendance management for the charity, identifying sickness triggers and patterns of absence.

Key responsibilities:

Your key responsibilities will include:

- Coordinating, undertaking, and delivering projects of varying size and complexity related to the ECI strategic plan, including Equality, Diversity, and Inclusion reporting.
- Conducting research on topics like employee relations, resourcing, statutory obligations, reward, process improvements, and equality, diversity, and inclusion.
- Organising events, providing operational support, and contributing to communication and engagement activities, including wellbeing initiatives.
- Completing statistical returns and reporting to the government, including the Department of Education census and Gender Pay report.
- Conducting salary benchmarking surveys to receive sector comparison reports.
- Assisting with the drafting and updating of all employment policies.
- Managing attendance management, identifying triggers and patterns of absence for teaching and support staff.
- Undertaking any HR projects as directed by the Head of HR.

About You - background, skills, and experience:

To excel in this role, you should possess the following qualifications and attributes:

- Graduate member of the CIPD, or equivalent.
- Evidence of continuous professional development in the HR field.
- Up to date knowledge of employment legislation and its practical application.
- Practical experience as an HR professional, ideally within a large complex organisation, including the charity sector.
- Ability to provide high-quality business-led advice across HR.
- Proven ability to develop and deliver effective communication and engagement strategies for diverse stakeholders.
- Strong data interpretation and presentation skills, with the ability to conduct high-quality research.

- Excellent relationship-building skills at all levels.
- Discretion and the ability to work independently and as part of a team.
- Excellent verbal and written communication skills, along with strong IT skills.
- Good time management, ability to work under pressure, and prioritise tasks effectively.
- Commitment to ECI's values: pursuit of excellence, integrity, participation, and kindness.
- Previous experience in a school setting and/or knowledge of HR in schools and current school safeguarding regulations would be advantageous.
- Safeguarding and Child Protection awareness (training will be provided).

Salary and Benefits:

Salary: £22,000 per annum

Hours of Work: Term time (40 weeks), 27 1/2 hours weekly. Flexible working patterns, including hybrid working, are available.

Pension: Automatic enrolment into the Eastbourne College Incorporated WorkSave Pension Scheme after three months' service. The charity will contribute 5% of your gross salary, and you will contribute 3% (opt-out available).

Holiday: 25 days annual leave to be taken during the College/school holidays, in addition to bank holidays and the Christmas closedown. Pay for leave is included in your salary.

Other benefits include life assurance, annual pay review, use of college gym and sports facilities, free lunch during working hours, and free tickets to College productions.

Safeguarding Statement

Eastbourne College Incorporated is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Application process:

- To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.
- For further information please contact Human Resources Department by email: hr@eastbourne-college.co.uk or tel: 01 323 452288.
- The closing date for applications is noon on Friday 21st July.