

## Human Resources Coordinator

### Purpose of the team:

The HR Operations and Reward team is responsible for management and administration of payroll, benefits, and pension for Teach First's 600+ employees. The team leads on HR analytics and reporting as well as maintaining and procuring HR Technology, such as a new HRIS.

### Purpose of the role:

The purpose of this role is to ensure that all administration in relation to the new starter, changes and leavers processes are carried out in an accurate, timely, professional and efficient manner. The HR Coordinator plays a vital role in ensuring the HR Department provides employees with high quality support and assistance.

### Responsibilities include:

- Processing the monthly payroll with high attention to detail using Cintra Payroll Solutions
- Be the main point of contact for employees through the management of the HR Inbox.
- Working with colleagues in the wider HR team to ensure that all new starter, employee change, absence and leaver processes are processed accurately and in line with effective dates and deadlines; meeting the agreed SLAs.
- Pro-actively working with the HR Ops Manager to continuously improve the HR Ops procedures.
- Assist the HR Ops Manager and HRIS & Projects Officer with reporting and running regular reports as and when required.
- Support the HR Team Coordinator with ensuring the organisation charts are updated on a monthly basis by checking updated details.
- Update and maintain accurate data within HR Select.
- Administer processes in regards to our 'casual' workers.
- Coordinating the on-boarding and induction process for all new starters.
- In addition you will be assigned a 'specialism' for which you will be accountable and will become the first point of contact for the team. This could be Induction, benefits, pensions or reporting and may change in line with the requirements of the wider HR team.
- The critical responsibilities of this role are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. (Required)

### Essential:

- High attention to detail
- Self-motivated and proactive
- Ability to juggle and prioritise a demanding and varied workload.
- Strong communication skills; both verbal and written.
- Good working knowledge of the Microsoft Office Packages.
- Pro-active in finding and suggesting solutions when problems arise.

### Desirable:

- Previous experience in HR Administration and an understanding of HR processes and the organisation-wide impacts.
- Producing and basic analysis of HRMI.
- Knowledge of HRIS systems.

All our employees are expected to model [our values](#) and help others to do so.

**Location:**

National Head Office, 6 Mitre Passage, London, SE10 0ER

**Contract & Salary:**

£21,460 + excellent benefits (including private healthcare + 27 days annual leave). Roles based in London will receive an additional £3,000 LWA.

This is a **fixed-term contract** for 18 months.