



HR Administrator (Permanent, Full-Time)

Job Summary

An exciting opportunity has arisen to join St Giles International as an HR Administrator. St Giles is one of the market leaders in the English as a Foreign Language (EFL) training field - a vibrant industry contributing £1.2 billion to the UK economy alone.

St Giles is a mid-sized family business with an almost 70 year history, making us one of the most established players in the EFL space. At present, we have a head count of circa 100-150 employees in our low season and circa 300 employees during our peak season in the Summer.

St Giles has so far used the services of an external HR consultant (a Chartered MCIPD) and has managed other HR functions via our Senior Management. We have now taken the decision to bring in a dedicated in-house HR Administrator who will work with our Senior Management and external HR consultant to manage our HR duties. The successful applicant will not only have the resources above to call upon but also our employment lawyers and the experience of our CEO and Deputy CEO, who have a combined 40+ years experience at the organisation.

As our first HR Administrator, you will have an integral role in formalising and organising our HR framework, utilising the considerable resources that we have amassed over our many years of operation.

The opportunity of sponsorship up to level 5 CIPD may be offered to the successful applicant.

The successful applicant will report to the CEO, Deputy CEO and our Advisory Board.

Type of Applicant Sought

Essentials:

- 1-2 years of HR Administration experience. Previous relevant commercial experience is valued and may count towards this experience.
- Enthusiasm for the company and industry
- Excellent people skills with a friendly and understanding personality
- Good presentation skills
- Excellent negotiation skills
- Ability to take on new information quickly
- High standards of spoken and written English (C1 on the CEFR scale or equivalent)
- High standards of numeracy and literacy
- Excellent organisation skills - meticulous and well-organised with a proven ability to multitask
- Hardworking with an excellent work ethic, the ability to prioritise work, to meet deadlines and to work as part of a team
- Good interpersonal skills
- Good IT skills with an ability to pick up new software with ease

- Willingness to learn, able to take criticism and be self-critical

Desirables:

- Permission to work in the UK
- Experience within the EFL sector
- Mental Health First Aider qualification attained
- In the process of attaining CIPD Level 3/CIPD level 3 attained

Your Responsibilities

To carry out the non-exhaustive list of tasks below:

- Employee engagement
 - Circulating and creating minutes following Pay Reviews, updating of salary scales & assistance with delivering messaging to colleagues
 - Staff surveys & communication of any positive changes made as a result of the survey
 - Along with the relevant line manager, being a port of call for staff with mental health concerns
 - Acting as a port of call for employees should they have questions about their working arrangements and benefits
 - Offering administrative back up in response to Flexible Working requests & other HR related requests, considering legal compliance issues
 - Internal communications on HR related matters, such as working with Marketing to create a bi-annual staff newsletter, informing colleagues of new appointments within the organisation, keeping our staff contact database up to date
- Recruitment, Onboarding, Training and Development
 - When required, helping to fill new vacancies for the organisation: to assist in drawing up new job descriptions, advertising positions on relevant online portals, briefing & negotiating competitive rates for the organisation with recruitment consultants, working with relevant management to filter through CVs, helping to organise interviews, sending out job offers, collecting references, creation of contracts in collaboration with other management, working through compliance matters & ensuring that necessary documentation is completed by the new hire
 - Assisting with the onboarding process & meeting new hires when required
 - Forming part of interview panels to assess the applicant's cultural fit within the organisation
- Line management support
 - Helping to create minutes & conduct follow up should HR disciplinary matters and grievances arise
 - Reviewing salaries across our organisation to ensure that consistent pay rates are offered for similar roles

- Performing regular benchmarking of roles and reviewing of market data to measure competitiveness of compensation and benefits packages
- To work with relevant management to ensure that staff bonuses are calculated correctly & to help inform staff accordingly
- To work with management to ensure that any role changes for staff are administrated correctly & compliantly
- Contributing to the Advisory Board and Senior Management Meetings, including taking and distributing minutes when required
- Conducting HR administration training with the management when required
- To work with our senior management, HR advisor and employment lawyers (when required) to handle more complex HR related matters.
- Producing HR related statistics when required
- HR policies and procedures
 - Working with our external HR Consultant to ensure that we are kept up to date with any legislative HR changes and ensuring that we're compliant
 - To work with our employment lawyers to ensure of compliance with the law, particularly when administrating any disciplinary matters
 - Keeping accurate, secure & up to date personnel records that are in compliance with GDPR regulations
 - Helping us move over to an HRIS and ensuring of management and maintenance of the system
 - Annual review of our Staff Handbook
 - In collaboration with relevant staff, updating our training manuals for Principals, AWOs, Bookings team and Student Services & working with Heads of Departments to draw up training schedules for staff
 - Drawing up templates for contracts, letters of appointment and other formal employment documentation. Ensuring of uniformity across the organisation within the above listed documents.
 - Annual contract reviews, to ensure of compliance & standardisation across the organisation
 - Safeguarding policy, including fire safety and Prevent
 - Risk registers
 - Working with our Canadian outpost when required on HR Administration related issues
- Assisting on other ad-hoc HR matters and projects as they arise
- To present a professional image for the organisation & promote a positive work environment

Salary: £27-30,000 p.a

Benefits: Hybrid/remote working available. Location flexible though Brighton or London may be preferred.

Starting date: Winter/Spring 2024