



Trainee – HR Administrator

Northfields is looking for a trainee HR Administrator for a job placement to support the daily operations.

The potential candidate will report to the HR Manager.

Roles and Responsibilities:

Recruitment

- Support the recruitment process.
- Track applications, prepare shortlisting packs and invite candidates for interview.
- Follow up on reference checks.
- Support interview arrangements on the day, greet candidates and photocopy ID and other documents.
- Follow up on Certificate of Character or Criminal Clearance.
- Provide administrative support for new starter's recruitment pack.
- Create files and update the HR system.
- Administrative support for Work permit and Occupation permit process.

Employee Records

- Support the HR Department in ensuring the HR Information System is always kept up to date.
- Ensure that all other employee records in the school's database are accurate and updated when required.
- Create and update employee files (electronic)

Operational HR

- Answer and deal with day-to-day enquiries in a timely and efficient manner.
- Deal with incoming email, post and other paperwork.
- Assist the HR Department in the administration of new starters, leavers and current staff.
- Ensure staff absence data is updated regularly and provide reports when needed.
- Deal with enquiries and correspondence, and drafting responses and routine letters.

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NORTHFIELDS

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- Document, Report and File all personnel actions (promotions, transfers, and terminations)
- Fillings
- Assist in Employee Activities and Events

Safeguarding Statement

Northfields is committed to safeguarding the health, well-being and safety of our students by creating and maintaining an open, safe, caring and supportive environment. We aim to foster a strong sense of community, respect and discipline while promoting positive student-life experiences. Safeguarding and Child Protection are the direct responsibility of all members of the community: The Board of Directors, Leadership and Management, Staff and Volunteers.

The successful candidate should possess the job specification as outlined below:

EDUCATION

- Diploma or Degree in HRM

SKILLS

- Attention to details
- Accuracy
- Excellent Verbal and Written skills
- Interpersonal skills

Please send full CV and cover letter to careers@northfields.school.

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