

# MARY FEILDING GUILD

103/107 NORTH HILL, LONDON N6 4DP  
Telephone: 020 8340 3915 Facsimile: 020 8341 0295

**Chair:**  
**JEREMY HILL**

**Hon. Treasurer:**  
**PETER ROBSON**

**Director:**  
**MARY MCGLOIN**

June 2017

Dear Applicant,

## **RE: HR ADMINISTRATOR - PART TIME - 20 HOURS PER WEEK**

Thank you for your interest in the post of HR Administrator. This will be a part-time role and you will work 5 days a week, Monday to Friday from 9:00am – 13:00pm. You do need to be available to start at 8:30 when the need arises, which is usually to supervise the administration of a pre-interview test and to set up the interview room.

The Guild is for people who want to remain active and independent for as long as possible, with support and encouragement from staff. Our residents may be old (average age 91), but they are an extraordinary group of people who challenge the perception of aging. Many of them, although experiencing some health deterioration associated with aging, continue to remain active within and outside the Guild, and are very interested in life. Currently, 15% of our residents are over 100 years old.

### **Application process**

Please complete the application form on our website [www.maryfeildingguild.co.uk](http://www.maryfeildingguild.co.uk) and ensure that your supporting statement demonstrates how you meet the criteria as set out in the person specification.

The successful applicant will be required to ensure that we are able to secure two professional references (that are satisfactory to us) and a clear, enhanced DBS check, within one month of the job offer.

The closing date for receipt of applications is **Tuesday 11th July 2017**, and we expect to interview a week later on **Tuesday 18th July 2017**. Please return your completed application to [info@maryfeildingguild.co.uk](mailto:info@maryfeildingguild.co.uk) or by post to the above address – marking it private and confidential for my attention. If you have not heard from us by end of July 2017, you have unfortunately been unsuccessful on this occasion.

Thank you again for your interest in Mary Feilding Guild and we look forward to receiving your application.

Yours sincerely

Mary McGloin  
DIRECTOR

Mary Feilding Guild, 103/107 North Hill, London N6 4DP

Registered Charity No: 205563 [www.maryfeildingguild.co.uk](http://www.maryfeildingguild.co.uk)

# MARY FEILDING GUILD

## JOB DESCRIPTION - HR ADMINISTRATOR

<b>POSITION:</b>	HR Administrator
<b>RESPONSIBLE TO:</b>	Director
<b>MAIN CONTACTS:</b>	Director Registered Manager Resident Services Manager Housekeeper Team Members – Administrator (PT) Admin Officer & Bookkeeper Residents

### **PURPOSE OF POSITION:**

To assist the Director in a key area of responsibility (staff management) by maintaining all administration for the key function, as required. Staff management is a key element of a care home audit by its regulator CQC and is dependent on excellent administration to demonstrate compliance.

To assist in other administration as required.

### **PRINCIPLE RESPONSIBILITIES**

#### **Recruitment and New Staff**

- To draft recruitment adverts for approval by Director or other senior manager.
- To obtain quotes and liaise with advertisers for same.
- To liaise with external web site provider to ensure all adverts are placed on line in accordance with requirements.
- To produce data on response rates as required.
- To ensure job descriptions, person specifications are signed off in advance of advertising date.
- To place adverts on external websites (Indeed) as required.
- To manage the intake of all applications, preparing for shortlisting as required.
- To organise all aspects of interviewing and appointment as required.
- To carry out DBS checks in accordance with legislation and Guild requirements.
- To maintain contact with new appointments who are due to start work at the Guild
- To ensure staff handbooks are provided promptly to new staff and secure signed documentation for receipt of same.
- To ensure line managers provide copy of completed induction programme to be kept on individual's file.

# MARY FEILDING GUILD

## JOB DESCRIPTION - HR ADMINISTRATOR

### **Administration relating to existing staff**

- To ensure the Guild operates a programme of rolling DBS checks in accordance with legislation.
- This applies to employees, volunteers and members of the Board.
- To ensure all DBS checks are signed off by Director and records maintained of outcomes.
- To maintain ID records as required by the Home Office.
- To alert the Director in good time of any staff member whose leave to remain in the UK is due to expire, enabling the Guild to manage this promptly and positively.
- To develop and maintain an appraisal spreadsheet for all staff. To use this to prompt managers deliver timely appraisals, and record completion and filing of same. To bring non-compliance to attention of Director.
- To develop and maintain supervision meeting records for all care staff. To bring non-compliance to attention of Director.
- To develop and maintain basic sickness absence records for each department. To ensure all sickness certificates (self and GPs) and back to work interviews are forwarded to Director in timely manner, recorded and certificates are forwarded to payroll.
- To maintain all training records in accordance with Guild requirements, ensuring the Guild is positioned to demonstrate compliance with regulations.
- To promote the Westfield Health to staff who are members and to ensure all staff who are confirmed in post are invited to join. To act as point of contact with Westfield Health for ongoing issues.

### **Ad-hoc requirements**

- To minute disciplinary meetings, preparing records for approval non-mandatory training options.
- To carry out research related to HR as required.
- To attend all training as requirement. This may occur out of hours and you will be provided with notice.
- Keep up to date with the information laid out in the Health and Safety file and the COSHH statement.
- To assist in the administration of PR and fundraising events as required.
- To carry out any reasonable request commensurate with the role and responsibility.
- Consequently, the role is expected to develop and the job description will be reviewed. As the Guild is a small charity a flexible approach is essential.
- To fully participate in staff meetings and training activities as appropriate.