



JOB DESCRIPTION

Title: HR Administrator

Reports to: HR & Finance Director

Supervisees: n/a

Location: South Kensington, London

Purpose and Primary Objective of the Role

As HR Administrator your primary responsibility is to provide high quality and comprehensive administrative HR support to the FIE team. Working with the HR & Finance Director and FIE Leadership you ensure the effective delivery of HR administrative services, covering the full spectrum of employee activities in alignment with both internal policies and external legislation. This position is office based at FIE's Foundation House study centre in South Kensington, London.

Administrative Duties and Responsibilities

Data Management

- Maintain accurate and up-to-date records of staff data, including starters, leavers, work rules, holidays, absences and contracts
- Assist in compiling HR reports and audits as required
- Liaison with CFO to ensure timely and accurate processing of new employees, terminations, and other payroll-related actions

Recruitment and Selection

- Support the recruitment and selection process for new hires, including drafting and placing advertisements, managing applications and enquiries, scheduling interviews and conducting follow-up activities
- Assist with pre-employment screening, and all on-boarding processes
- Ensure compliance with immigration and employment legislation, including verifying Right to Work documentation for new hires.
- Support the sourcing of sessional faculty, including advertisement drafting and placement, management of expressions of interest and enquiries, meeting scheduling and follow up, and all associated contractor engagement processes
- Support the offboarding of staff liaising with appropriate departments, overseeing inventory and returns, and scheduling exit meetings

Employee Engagement

- Respond to day-to-day HR enquiries and manage the HR general enquiry mailbox across all FIE sites
- Develop and implement the HR diary to track key dates, reviews and employee related events
- Support the annual review processes, including policy and employee materials, probation review timelines, the coordinating the annual appraisal cycle
- Assist in organising and delivering staff training sessions at an individual, team and organisational level
- Support disciplinary and performance management processes, including serving as note taker for official HR and committee meetings



HR Policy and Procedure Administration

- Assist with the communication and implementation of company policies and procedures, ensuring clear understanding and compliance among staff
- Help update and review HR policies and procedures to maintain relevance and compliance
- Ensure compliance with UK GDPR regulations by managing the retention and security of all HR data
- Conduct research on HR best practices and employment law in FIE's host countries as required to support staff needs and legal compliance

Any other duties as assigned.

The main skills and qualifications required for this position:

- A minimum of 1-2 years in an HR role, with a strong understanding of HR practices.
- Ideally working towards or already CIPD qualified.
- Exceptional organisational and administrative abilities with a keen attention to detail.
- Strong communication skills with the ability to engage effectively with diverse stakeholders.
- Ability to maintain confidentiality and work independently while delivering a customer-focused service.
- Understanding of and commitment to promoting equality and diversity in all aspects of the role.
- Familiarity with UK GDPR regulations and their application in HR practices.
- Ability to work collaboratively as part of a team.
- Strong attention to detail, with the capacity to handle sensitive information confidentially.
- Proficient in MS Office, including Word and Excel.
- Strong command of written and spoken English, with a professional telephone manner.
- Capable of working independently and meeting deadlines in a fast-paced environment.
- Strong research, writing, and organisational skills.