JOB DESCRIPTION FOR PEOPLE ADMINISTRATOR
OCTOBER 2024

A list of job duties associated with your job title is set out below. This job description is non-contractual and the Company reserves the right to amend, withdraw or depart from its provisions at its discretion. Subject to the Company's business requirements you may be required from time to time to undertake other work within your capacity and the Company reserves the right to amend the job title and/or job description from time to time, on a temporary or permanent basis, to reflect your own development or the Company's business needs.

Job title	People Administrator
Band	B3
Team	People team
Purpose of role	To co-ordinate People administration for all team members based at Imago Venues and Loughborough University Nursery.
Reports to	People Officer
Main duties	- Maintain the HR (iTrent) and time management (TMS) databases to ensure employee details are kept up to date and that hours are recorded for both salaried and hourly team members and casual workers. - Run a weekly report of hours worked from TMS, ensure the hours match authorised reports and submit data in Excel format to payroll by the monthly deadline for both hourly team members and casual workers. - Process overtime payments and additional payments for salaried team members for both Imago and LUN in line with the monthly payroll deadline. - Update the monthly holiday report spreadsheet. - Log sickness absence onto iTrent, and ensure appropriate certificates are received and uploaded to iTrent. - Ensure all return-to-work forms have been completed. - Administer LUN Healthshield scheme and submit by deadline. - Resolve all pay queries, liaising with the University's Payroll team as appropriate. - Monitor weekly Tier 4 visa hours and ensure all visa documentation is up to date. - Support the whole recruitment process using the iTrent recruitment module. Ensure that appropriate approvals are in place and monitor progress from advert to offer. - Ensure that vacancies are advertised on the relevant external and internal advertising platforms. Keep the current vacancies page on our website up to date.

	• Ensure that the correct contract is issued, and complete onboarding to agreed deadlines.
	• Ensure that evidence of eligibility to work in the UK is received for all new starters prior to commencement of employment.
	• Take up references for all new starters before employment commences, ensuring safer recruitment practices are followed for LUN new starters.
	• Support external candidates and internal users of the iTrent system, providing advice and problem solving as required. Liaise with the University's iTrent administration team as required.
	• Process appropriate paperwork for any job transfers or salary increases, updating iTrent and notifying payroll accordingly.
	• Process appropriate paperwork for leavers, updating iTrent and notifying payroll accordingly.
	• Help administer COL and RLW salary reviews.
	• Administer annual Metlife renewal.
	• Take notes at investigation meetings when required.
	• Respond to requests for references (eg. mortgage references/previous employee references).
	• Produce end of probation letters, ensuring that all probation paperwork has been completed.
	• Keep current employee and leaver files up to date.
	• Monitor HR Inbox.
	• Other duties and responsibilities appropriate with the level of this post.
People skills	• Excellent communication skills, both verbal and written.
	• Great interpersonal skills with the ability to build and maintain strong relationships with all.
	• Discretion and the ability to maintain confidentiality at all times.
	• Able to work accurately under pressure, prioritise work to meet deadlines with strong attention to detail.
	• Able to work independently using own initiative as well as work effectively as part of a team.

Technical skills	• Excellent IT skills including Microsoft Office Outlook, Word and Excel. • Excellent administration skills, with strong attention to detail. • Experience of using an HR system. • Strong numerical skills.
Qualifications & Experience	• Experience in an administrative role. • Educated to GCSE level with Grade C or above in English Language and Maths (or equivalent).

I have given a copy of the above to (insert name) and have explained all aspects of it.

Name of Manager (please print)
Signature of Manager

Date

I confirm that I have been taken through the above, understand it and have received a copy of it.

Employee name (please print)
Signature of employee

Date