

HR Coordinator Job Description

Reports to: Directors

Hours of Work: Monday to Friday, 15 hours per week, all year round

Salary: Dependent upon experience

Location: Home and regular visits to the settings, as required

The Brambles Ethos

Brambles Outdoor Nursery Group is a multi-award winning, Ofsted registered group with multiple settings nestled within the beautiful Wiltshire countryside. We take inspiration from the Forest School ethos and use a nature-based approach to encourage our Bramblers to explore the world using the environment around them to enrich their journey. We believe wholeheartedly in wellness. Our aim is to give children the tools they need to regulate their emotions, feel safe and work together so that they can become resilient adults who are able to deal with whatever life has to offer.

Overall, we aim to provide a joyful experience at Brambles that promotes honesty, positivity and mutual respect. We expect our staff members to aspire to be the very best within our industry and we support them to achieve this through the offering of a positive working environment, peer to peer learning and continuous career development.

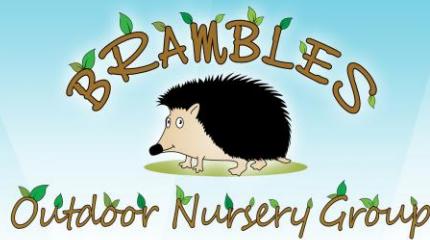
Purpose of the Job

- Responsible for all matters relating to HR and administration for all Brambles settings and the business at large. Implement, maintain, and manage all HR and recruitment across all settings.

Main Duties

- Post job applications to Indeed and other recruitment sites where applicable.
- Process job applications and filter out candidates.
- Communicate with potential candidates and have a telephone call to discuss the role and their previous experience.
- Conduct candidate interviews in conjunction with the Area Manager/Setting Manager.
- Send out offer of employment letters along with the pre-employment health questionnaire.
- Send reference requests out and ensure every employee has 2 full references - 1 must be their last employer.
- Ensure every staff member has a DBS completed or Update Service check
- Write the Employment Contract and Welcome Letter and sending it out prior to the employee's start date.





- Send all their recruitment paperwork to the relevant manager and create an online file for them.
- To keep the management calendar up to date with birthdays and any relevant points, start dates etc.
- Regularly update the Master HR Spreadsheet tracking probation passes, staff bonuses etc.
- Send letters to staff regarding passing probation, pay rises, promotions, temporary hours increases etc
- Compile and distribute meeting minutes for Admin Team meetings.
- Calculate the annual holiday entitlement for all staff members and provide Setting Managers with a holiday summary spreadsheet.
- Update Job Descriptions every 6 months.
- Maintain an organised HR SharePoint.
- Complete the Safer Recruitment training yearly.
- Proof reading and assisting with the development of new Brambles documents.
- Update the careers brochure with relevant information and keep careers section of website up to date.
- Communicate with Redwing about disciplinary action and HR advice
- Follow disciplinary procedure and hold meetings including sending letters of notice.
- Liaise with union representees if needed.
- Keep up to date with changes to employment law and implement these changes, ensuring the management team are advised.

Essential criteria

- Willingness to learn and undertake further training.
- Organised and able to plan, prioritise and meet deadlines.
- A commitment to continuously promote a culture of safeguarding.
- A commitment to equal opportunities.
- A friendly and flexible approach at work which facilitates the development of effective relationships.
- Ability to find and collate information from a variety of sources.
- Strong attention to detail.
- Ability to understand the brand and always promote it in the correct fashion using the correct information.
- Be able to use initiative to find solutions.
- Good time management and the ability to keep information confidential.
- Strong IT skills, with analysis and reporting abilities.
- Excellent verbal, written and numeracy skills.
- Able to work independently and on own initiative.
- Well-developed interpersonal skills and able to deal with colleagues, children and parents alike.
- To be a positive ambassador for Brambles Outdoor Nursery Group.

Desirable criteria

- Relevant HR Qualification
- Current First Aid at Work qualification.