

HR & Admissions Administrator

JOB VACANCY

ABOUT ST JOHN'S COLLEGE

St John's is an independent Christian college training students of all ages and demographics to have a deeper relationship with God to facilitate their calling to be influencers and ambassadors of Christ. We pride ourselves on our commitment to diversity being birthed out of a desperate need for change around equality, diversity and racial justice within the global church.

THE ROLE

An exciting opportunity has arisen for an HR & Admissions Administrator to join our college. The position is for four days supporting our HR Officer and one day supporting our Admissions Officer. We are looking for a highly effective, efficient and well organised HR Administrator to support our HR Officer with a range of administrative duties to deliver a consistent, high quality and seamless service.

KEY RESPONSIBILITIES

Core responsibilities will focus primarily on all matters relating to HR administration including preparation of new starter paperwork, completion of safeguarding checks, amendment to contract letters, maintenance of SIMS database and assisting with the recruitment process. The successful candidate will also be required to ensure absence information is tracked and updated and absence reports produced on a termly basis.

SKILLSET

Previous administrative experience is essential, preferably within a college or school environment, and applicants must be process driven, analytical and be able to work in a busy office environment with changing priorities. The ideal candidate will be proficient with IT including Microsoft packages such as Outlook, Excel and Word. Knowledge of SIMS would be a distinct advantage but not essential. Additionally, you will be assisting the Admissions Officer with administration, information and organisational tasks including student data entry and general queries following our open days and in-year admissions.

BENEFITS

In return St John's College can offer:

- A Christian college with a strong vision, values and leadership
- We strive to place staff and students at the centre of everything we do.
- We are confident you will enjoy coming to work each day
- There is a real unity across the school and at every level
- You will be joining a college where your efforts will not go unnoticed
- Good travel links
- An extremely competitive salary (£78,000 Per Annum + Bonuses)

st john's college

We are a Christian college through and through and are very keen to uphold this important and foundational element at Trinity. You do not have to be a Christian to join us but be sympathetic to our Christian values.

We highly recommend you come and visit us to experience what others so readily affirm that St John's is truly a unique place, with a calm and caring atmosphere.

We are recruiting as applicants apply therefore an appointment may be made before the close date.

To apply please use the apply now button on the Colleges of The Church of the United Kingdom jobs website <https://www.cotc.uk/jobs/> or use the form on the college's website www.stjohnsbiblecollege.com and send to hr@stjohnsbiblecollege.com.

Our school and all its personnel are committed to safeguarding and promoting the welfare of students and staff. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.

If you would like any further information, arrange a visit or an informal discussion please contact Jane Smith, HR Officer via email jane.smith@stjohnsbiblecollege.com.