

Job Description

HR Assistant, The Stoller Hall

Starting salary: c. £20,000 pro rata (actual salary £12,154 p.a.)
Part-time position

Two year fixed term contract subject to annual performance appraisal, reviewable and extendable by negotiation.

Responsible To: General Manager of The Stoller Hall, the Bursar and HR Officer

Hours of work: 21 hours a week (ideally 3 days per week but flexible)

Holiday Allowance: 17 days per year including pro rata allowance for bank holidays

Notice Period: 1 month

CONTEXT:

On April 21, 2017 The Stoller Hall will open its doors for its first public concert. The £8.7m concert hall, built within Chetham's School of Music in the centre of Manchester, will boast a 482-seat auditorium with a state-of-the-art acoustic perfect for a variety of artists and ensembles across many genres; for chamber orchestras, choirs, chamber music and recitals plus an adventurous programme of jazz, folk, pop, comedy and spoken word as well as a range of conferences and events.

PURPOSE:

The HR Assistant will provide support to the HR Officer, specifically undertaking HR processes for The Stoller Hall staff to include all aspects of recruitment, record keeping, staff rotas for concerts and events, timesheets, holiday pay and absence recording.

Key Responsibilities – for Stoller Hall staff

- Maintain current job descriptions for The Stoller Hall team roles
- Assist in the listing and advertising of The Stoller Hall vacancies
- Follow safer recruitment process in line with the current ISI and/or DfE guidance
- Receive, collate and record job applications
- Schedule interviews and training
- Mail out the candidate offer letter pack and track returns
- Prepare paperwork required for new starter and establish personnel file
- Assist with work visas and UKVI Sponsorship as required
- Conduct new starter inductions
- Assist with rotas and timesheets for casual staff

- Process starters and leavers
- Be involved in grievance and disciplinary processes as required
- Administer programs, procedures and guidance in line with School policies and procedures
- Assist employees and managers with any HR issues or concerns
- Prepare and maintains reports as necessary and as required by Management
- Participate in administrative staff meetings and attend other meetings and seminar as necessary and to represent the department
- Maintain and update a database of employee contact information
- Keep employee records up-to-date by processing employee status changes in a timely manner
- Schedule participants into training sessions
- Maintain training records
- Assume any other duties as required.

GENERAL RESPONSIBILITIES

The HR Assistant will:

1. Promote Chetham's in a positive and professional manner at all times
2. Display a flexible "can do" approach which will enhance Chetham's wider reputation
3. Operate in accordance with Chetham's policies and procedures including, in particular, Chetham's Child Protection and Safeguarding Children Policy Statements (see separate document)
4. Undertake any training necessary to meet the requirements of the post
5. Adopt a flexible approach to working hours as required by the business
6. Undertake any other duties, relevant to the post holder's skills, which may, from time to time be deemed necessary
7. Be open to new ideas, understand the need for change and be willing to adapt
8. Be aware of the issues of equality and diversity, understand and be sensitive to cultural differences
9. Be responsible for his/her personal presentation, health and physical fitness
10. Maintain a high level of attendance
11. Take all possible steps to ensure a safe working environment for self and other.

PERSON SPECIFICATION: THE STOLLER HALL - HR ASSISTANT

Essential

- At least one year's experience in an HR role
- Knowledge of UK Employment Law
- HR Qualification
- Excellent computer skills, including Microsoft Windows Word and Excel
- Effective oral and written communication skills
- Excellent interpersonal skills
- Able to exhibit a high level of confidentiality
- Excellent organisational skills, able to work to multiple deadlines and to prioritise workloads calmly and effectively
- Must be able to identify and resolve problems in a timely manner.

Desirable

- Experience of website CMS or uploading content
- Experience of working in an arts organisation or venue
- An interest in music or the performing arts

CHILD PROTECTION AND SAFEGUARDING CHILDREN

The post holder will be required to obtain clearance via Chetham's from the Disclosure and Barring Service and in addition to comply with the specific requirements of Chetham's in relation to child protection and safeguarding.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy Statements (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's name

Employee's signature

Date