



Imperial Society of Teachers of Dancing

Job Profile - HR Administrator

Company Summary

We are one of the world's leading dance examination boards with the widest range of dance genres available. We are a registered educational charity, supporting and training our members through a wide variety of courses, teaching syllabi and techniques.

Our membership is recognised as the mark of quality dance teaching around the world. We support teachers to develop their careers and businesses through progressive training, performance qualifications and events. Together, we aim to build a diverse and sustainable dance profession by championing inclusion and increasing access to dance teaching.

The Society is a registered educational charity (250397), regulated examinations board, and membership association.

Summary of Role

To provide a wide range of professional, efficient and confidential administrative services to support the Human Resources Department.

Part-time basis of 17.50 hours per week. Hours to be worked on a working pattern of 3.5 hours per day Monday to Friday, or spread over a 4 day working pattern Monday to Thursday. One day onsite per week.

The role's focus will also involve providing regular administrative support to the Human Resources department.

This role will report directly to the Head of HR and Operations.

Key Responsibilities:

The HR Administrator will be responsible for the following areas.

Act as the first point of contact for HR enquiries, by managing the HR and Recruitment Inboxes ; liaising with staff, recruiting managers and recruitment agencies and escalating urgent or complex emails to the Head of HR and Operations.

- Support the Head of HR and Operations with recruitment and onboarding of employees; including advertising roles on recruitment platforms, arranging interviews, reference and qualification checks, right to work checks, ordering equipment, arranging inductions and completing the new starter process.



Imperial Society of Teachers of Dancing

- Assist with maintaining the Society's employee management system to ensure staff records are accurate and up to date, including updating annual leave and bank holiday calculations (training on the system will be provided).
- Assist with employee training events; by coordinating the delegate list and sending joining instructions to all attending, and tracking attendance.
- Assist with typing up minutes from meetings or joining meetings to take minutes (an example, flexible working request meeting).
- Provide administrative support for the monthly employee meetings. This will include setting up the meetings remotely (on teams or zoom) and supporting in-person onsite, sending meeting invitations to all employees, liaising with speakers to coordinate PowerPoint presentations and facilitating the presentation during the meeting (eg opening the meeting, letting in members of staff and monitoring the questions box).
- Collating information for the bi-monthly Staff Newsletter and sending this on to Marketing to produce and send out the communication.
- Draft letters to staff inviting them to standard meetings (such as a flexible work request meeting), sending to the Head of HR and Operations to check before sending out. Full training will be provided with set template letters to use.
- Other ad-hoc administrative support from time to time; such as booking meeting rooms, setting up Staff Surveys and formatting documents, when required.

Person Specification

To take up the role of the HR Administrator, the individual will need to be engaged and motivated in the work and mission of the Society. Commitment, engagement and reliability are key to fulfilling your responsibility.

The HR Administrator must demonstrate:

Essential

- A wholehearted commitment to the mission, values and ethos of the Society.
- A commitment to fairness and to promoting equality, diversity and inclusion.
- Strong administrative background and ability to maintain confidentiality.
- Excellent communication skills - written and verbal.
- Excellent attention to detail.
- Experience in accurate minute-taking.
- The ability to work with versatility, meeting unexpected and tight deadlines on occasion, being able to prioritise as required and to work autonomously.
- Welcoming and friendly disposition.

Advantage

- Experience working in Human Resources, as an administrator or assistant.



Imperial Society of Teachers of Dancing

Working Hours

This is a part-time role, working 17.5 hours a week, from Monday to Friday.

Hours to be worked on a working pattern of 3.5 hours per day Monday to Friday through core working hours 9:00am to 5:00pm, or spread over a 4 day working pattern Monday to Thursday. One day onsite per week.

Additional Information

- This role will be offered on a Hybrid work basis. 1 day to be worked in the office per week. When working remotely, the HR Administrator will be required to work from home in an environment with a high-speed broadband.
- The office remains open from Tuesday to Thursday and is available for those who would prefer to work in the office environment.

Remuneration

The annual salary for this position will be a Grade B - Officers / Coordinators, (which ranges from £26,833 to £31,497 per annum – full time equivalent), depending on experience. This salary will be pro-rata for the part time hours worked.

Benefits

The HR Administrator will enjoy a variety of benefits:

- 25 days paid holiday each year (plus the 8 public/bank holidays) and 4 days around Christmas and New Year when our office building is closed; 37 paid days in total.
- Seasonal ticket loan available.
- Employer Pension Contribution matched up to 8%. All employees will be auto enrolled into the pension scheme after 3 months of employment. Employee contribution must be minimum 4% and is matched by ISTD to a maximum of 8% (although employees can contribute more than 8%).
- Employee Assistance Programme.
- The ISTD provides employees with Life Insurance benefit provided by MetLife. MetLife provides a death in service benefit, based on a multiple of three times your annual salary, bereavement and probate service to the family. This benefit is available to all employees after they have passed their probation and are below the age of 70 years.

Training

The HR Administrator will be supported in their new role with an initial induction, followed by guidance on ISTD policies and processes to ensure they feel confident, fully informed and equipped to carry out their responsibilities.



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Equal Opportunities

The Society values diversity of thought and experience. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender and socio-economic background. If you have any access needs or there are any barriers to access please let us know this in your application or if you would like to discuss any of this prior to applying please email: recruitment@istd.org

Method of Application

To apply as an HR Administrator please send a letter of application and CV to recruitment@istd.org

The letter of application should summarise what you are able to bring to the role and how you meet the person specification. The successful candidates will also be required to provide details for two recent references that can evidence skills and suitability to carry out this role, (whether in an employed or voluntary capacity).