



# Imperial Society of Teachers of Dancing

## Job Profile - HR Administrator (Maternity Cover)

### Company Summary

The Imperial Society of Teachers of Dancing (ISTD) is a registered educational charity and membership association. Our mission is to educate the public in the art of dancing in all its forms: to promote knowledge of dance; provide up-to-date techniques for members and maintain and improve teaching standards.

With approximately 6,000 members in over 55 countries worldwide, the Society conducts over 120,000 examinations each year. We were recently listed by Ofqual as one of the top 20 largest awarding organisations in England and in the top 5 for delivery of performing arts examinations.

The Society aspires to be a world leader in dance education, setting the benchmark for best practice through our extensive syllabi and teacher training. We are committed to becoming a dynamic, future-focused organisation that promotes the social, cultural, physical and educational benefits of dance for all.

### Summary of Role

We are looking for a maternity cover for our current Administrative Officer to provide a wide range of professional and efficient administrative services to support the Human Resources department.

The HR Administrator (maternity cover) will need to provide reliable and confidential administrative support to:

- HR Business Partner – every day from **10.30am – 2pm**.

The job's focus will also involve providing some regular administrative support to the Human Resources department, as well as some diary management for the HR Business Partner.

This role will report directly to the HR Business Partner.

### Key Responsibilities:

The HR Administrator (maternity cover) will be responsible for the following areas.

### Human Resources:

- Act as the first point of contact for HR enquiries, by managing the HR Inbox ([hr@istd.org](mailto:hr@istd.org)); liaising with members of staff and recruitment agencies and forwarding on urgent or complex emails to the HR Business Partner.



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- Support the Human Resource Business Partner with recruitment and onboarding of employees; including arranging interviews, reference checking and ordering equipment / arranging inductions and sending ISTD's standard new starter forms.
- Assist with maintaining the Society's employee management system to ensure staff records are accurate and up to date, (training on the system will be provided).
- Chasing missing information from employees.
- Assist with staff training events; by coordinating the delegate list and sending joining instructions to all attending, then taking a register on the day.
- Occasionally assist with typing up minutes from meetings or joining meetings to take minutes (an example may be a flexible work request meeting).
- Provide administrative support for the monthly employee meetings. This will include setting up the meetings (on teams or zoom), sending meeting invitations to all employees, liaising with speakers to coordinate the meeting PowerPoint presentation 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 HR Business Partner 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 (in Google forms) and formatting documents, when required.

## Person Specification

To take up the role of the HR Administrator (maternity cover), 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 (maternity cover) 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.
- 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.



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## **Advantage**

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

## **Working Hours**

This is a part-time role, working 17.5 hours a week, from Monday to Friday from 10.30am to 2pm.

**This role will be offered on a temporary basis to cover a maternity leave for a period of 6-9 months.**

## **Additional Information**

- This role will be offered on a Hybrid work basis (approx. 1 day in the office required a month and the remainder of the time working remotely). When working remotely, the HR Administrator (maternity cover) will be required to work from home in an environment with a high-speed broadband.
- The office remains open from Monday to Friday and is available for those who would prefer to work in the office environment or have difficulties working remotely.
- Hybrid working will be reviewed on an ongoing basis and employees may need to revert to homeworking, in line with government advice.

## **Remuneration**

The annual salary for this position will be a Grade B - Officers / Coordinators, (which ranges from £23,000 to £26,999 per annum – full time equivalent), depending on experience. This salary will be pro-rata for the part time hours worked.

## **Training**

The HR Administrator (maternity cover) 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.

## **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:

[hr@istd.org](mailto:hr@istd.org)



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## Method of Application

To apply as an HR Administrator (maternity cover) please send a letter of application and CV to [hr@istd.org](mailto:hr@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).