

Job description and person specification

Temporary Staff Administrator

Job description

Job title	Temporary Staff AdministratorTemporary Staff Administrator
College/Service	UAL Short Courses
Department/Team	
Accountable to	UALSC Operations Manager
Contract	Fixed Term until 14/08/25
Term	14 hours per week, Monday and Thursday
Grade	Grade 3
Salary	£ per hour
Location	UAL - Various sites, London UK
HERA Reference	Choose an item.

Purpose of the role

Working as part of the UAL Short Courses Ltd team, to support the end-to end recruitment, onboarding and payroll administration of Short Course Tutors, Teachers and other hourly paid posts, ensuring the process is a positive experience for both hiring managers and candidates. To support the initial recruitment and onboarding of hourly paid lecturers and hourly paid support staff ensuring that all new starters meet the necessary criteria for employment and are set up on required systems to be contracted and paid within agreed guidelines and deadlines.

To work flexibly as part of the UAL Short Courses team, including the wider business team to ensure all areas are supported, as necessary.

Key duties and responsibilities

- To provide advisory and administrative support for the hourly paid recruitment processes (tutors, technicians, and teachers) including the preparation of application information, arrangement and supervision of interviews and the preparation of relevant documentation.
- Delivering onboarding of hourly paid staff to undertake right to work checks including passport and visa verification to ensure compliance with current policies and legislation and Human Resources guidelines.
- Organise college site visits, giving new hourly paid tutors, technicians, and teachers a basic induction and overview on UALSC & UAL, HR processes and procedures, and guidance on how to use the UAL applications to enable them to access their contracts and payslips.
- To identify those new staff who require a Disclosure and Barring Service (formerly Criminal

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Records Bureau) check, safeguarding training and collection of two references relating to the suitability of the candidate to work with learners under the age of 18. Ensuring accuracy, quality and timeliness of tasks undertaken.

- To deal with hourly paid staff enquiries working with finance and HR colleagues to resolve payroll and onboarding enquiries, referring more complex enquiries to the Managers or HR specialist teams as required.
- To provide a range of pre-employment guidance and information for new staff ensuring they are welcomed and have all the necessary documentation and information to support their joining UAL Short Courses Ltd.
- To create new starter staff records onto CRM systems and maintaining tutor information in the UALSC course management system.
- Sending new account details and IT system log ins to Hourly Paid staff after HR setup is complete, ensuring accuracy and timeliness, and supporting with any issues or queries. Organising the production of tutor ID cards ahead of start dates and making these available for tutors to collect to ensure they can access buildings and systems as required.
- To maintain effective reporting and monitoring procedures and systems for all activities of the service, and keeping the appropriate managers informed.
- Keep up to date with new payroll & HR developments and changes to procedures, attend away days and undertake relevant training such as PCI DSS, IR35, Bribery Act, Fraud Awareness, EDI and ABW video guides

Key working relationships

- Staff Administrator
- Commercial Finance Manager
- Operations Manager, Short Course Managers and Coordinators
- HR, Payroll and wider HR and Resourcing teams
- UAL Short Course Staff Tutors
- UAL Short Course Finance team

Working Hours

- Usual working hours for this role will be 14 hours per week, between 09:00 – 17:00, Monday and Thursday however this may vary at different times of the year based on business needs.

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the company.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the UALSC Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- You may be required to work such additional/different hours as may from time to time

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be necessary for business reasons which may include evenings, Saturdays, Sundays and bank holidays.

- You may be required to regularly travel to other sites as necessary.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of UAL Short Courses Planning, Review and Appraisal (PRA) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with policies and procedures, as laid down in the Financial Regulations.

Person specification

Experience, knowledge and qualifications

- Undergraduate qualification in the relevant area, or equivalent working experience
- Experience of working in an educational environment is desirable
- Knowledge and experience of working with a recruitment information system or similar data base
- Awareness of relevant UKVI and employment legislation (desirable)
- Uses intermediate levels of IT Skills to enable the best use of available information and communications for the post including MS Office: Excel, Word, PowerPoint, and Outlook.
- Significant relevant administrative experience of working in a fast-paced customer focused environment
- Experience of working in a Payroll/HR environment, working to tight deadlines and being familiar with processes, policies, and procedures.
- Excellent numeracy & accuracy skills & attention to detail

Communication skills

- Communicates effectively orally and in writing / or using visual media adapting the message for a diverse audience in an inclusive and accessible way

Planning and managing resources

- Plans, prioritises, and manages time effectively to achieve agreed objectives within set timescales
- Experience of coordinating and supporting events/meetings is desirable

Teamwork

- Works collaboratively in a team and in a matrix structured organisation and where appropriate with different departments and professional groups

Student experience or customer service

- Provides a positive and responsive student or customer service

Person specification

Creativity, innovation and problem-solving

- Uses initiative or creativity to resolve problem