

Job Description and Person Specification



HR Officer Available from January 2026

Salary: £15,123 - £16,049 pa inclusive

Hours: 18 hours per week – job share

Monday	Tuesday	Wednesday	Thursday	Friday
		12.30 – 16.30	08:30 - 16:30	08:30 - 16:30

Leave: 90 hours per annum plus up to 3 days Christmas efficiency closure plus public holidays

Reports to: Head of Human Resources and Professional Development

Location: This post will initially be based at the Main Campus, Isleworth

The HR Officer post holders are required to undertake a range of generic duties providing support to each other during periods of heavy workload. There are however specific responsibilities assigned to each post holder:

The purpose of the post is to be responsible for:

- administering the College's recruitment and selection process
- processing documentation and ensuring integrity checks are in place for all staff joining the College
- pension and payroll administration for College staff
- maintaining the College's Single Central Record
- ensuring the confidentiality of documents and all other personal information held in, or dealt with by, the HR Section

Recruitment

- Be responsible for the advertising of vacancies internally and externally liaising with the relevant agencies as required.
- Be responsible for all administrative aspects of the recruitment and selection process: provide advice and guidance on job descriptions, process applications, respond to enquiries from prospective applicants, and set up interviews.
- Be responsible for recruitment monitoring and maintaining application data and generate reports as required.

Recruitment Administration

- Be responsible for processing documentation relating to staff joining the college, liaising with the relevant internal and external agencies:

- Making employment offers
- Completing pre-employment integrity checks
- DBS checks
- Issuing contracts of employment
- Setting new staff up on the College databases
- Processing Payroll documentation
- Conducting new staff inductions
- Providing guidance on pensions options
- Enrolling new joiners into the appropriate pension scheme
- Issuing Probation booklets for new starters

Pension and Pay enquiries

- Deal with general enquiries regarding salary payments from staff, benefits agencies, mortgage brokers etc. Complete and process forms as necessary.
- Be responsible for processing, monitoring and tracking:
 - a) Staff loans
 - b) Salary sacrifice initiatives
 - c) Staff salary increments
 - d) Lecturer Plus salary initiative
 - e) Assisting with the monthly invoice payments
 - f) Cycle to Work Scheme
 - g) Overtime and additional hours
- Liaise with the relevant pension agent regarding enrolments and opt out processes. Maintaining pension data in accordance with the Monthly Data Collection requirements.
- Keep up to date with tax and scheme changes and disseminate this information to staff.
- Liaising with the college Finance team and Payroll Services as required. Dealing with queries and producing reports as required.
- Manage the production of the Teachers' Pensions annual return of service and salary details. Maintain pension and pay data as required. Liaise with the Finance team, Payroll Services and TP as required.

Data Management

- Be responsible for maintaining the HR database – ensuring new staff information is accurately processed within appropriate deadlines.
- Maintain the College's Single Central Record.

General/Office administration

- Maintain stationery supplies for the HR Section.
- Maintain the area budget spreadsheets liaising with Finance and external agencies if/when queries occur.
- Collect and distribute post for the HR Section.
- Assist with the production of confidential files related to disciplinary, incapability, grievances etc.
- Utilise a basic working knowledge of current employment law, seeking advice from within the team where necessary.
- Assist with policy research, development and maintenance on a project basis.
- Take minutes at confidential meetings.
- Provide support to the other HR staff as directed by the HoHRPD.
- Undertake enrolment duties including evening work as required.
- Promote a positive image of the college in all contacts with students, employers and professional bodies.
- Carry out any other reasonably comparable duties that may be required from time to time.
- Adhere and comply with the college financial regulations.

In addition to the above the post holder will support the other HR Officer with:

- liaising with agencies to secure temporary staff cover as and when required
- monthly processing and reconciling of agency worker pay claims
- administration for Bank staff, Volunteers and IR35 Workers
- managing the administration for leavers
- administering the childcare voucher scheme.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Have previous relevant HR office and administrative experience.
2. Have an interest in developing a career in HR and be willing to work towards gaining a recognised qualification.
3. Possess a Literacy and Numeracy qualification at Level 2.
4. Have experience of using EXCEL, WORD and databases. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
5. Be willing to undertake training and development as required within the role
6. Have a methodical and logical approach to work tasks; be able to work accurately with the ability to prioritise and work within deadlines.
7. Be able to work under pressure, with the ability to handle confidential and sensitive enquiries from staff and outside agencies.
8. Proven ability to work accurately with figures, and be able to present written information accurately, clearly and concisely.
9. Have good social and inter-personal skills in order to work as part of a team and be able to relate to staff at all levels.
10. Be able to demonstrate the ability to work in a proactive manner, working autonomously and as part of a team.
11. Have good oral and written communication skills.
12. Have an awareness of safeguarding and prevent.
13. Have an awareness and understanding of equal opportunities

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff. The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

Closing date: 3rd November 2025

Reference No: 6HUR003

Interview date: W/C 10th November 2025

Conditions of Service

Contract:	Permanent Part time
Salary:	£15,123 - £16,049 pa inclusive Please note the salary range for this post is points 29 - 31 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 29 Where there is evidence of current earnings in excess of point 29, the applicant may be placed at the salary point higher than their current salary
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	90 hours per annum plus public holidays plus up to 3 days Christmas efficiency closure
Hours:	18 hours per week
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.