



JOB DESCRIPTION

Role	HR Admin Assistant
Contract	8 hours per week (4 hrs Monday + 4 hrs Wednesday)
Pay	£5408 PA (£23,660 FTE)
Reporting to	Head of People and Operations

Our values

Open - We aim to always be open to new ideas, to pushing boundaries, to creative thinking. We strive to be open to conversations, to finding solutions and to making changes. We try our hardest to be open to everyone and we want to embrace individual thought and diversity; knowing the benefits that being inclusive brings.

Responsible - We care about our community, about social and environmental sustainability. We work hard to take responsibility for our carbon footprint, for the impact we make and for sharing our knowledge widely. We work professionally and responsibly, do things properly and to a high standard, together making Depot the best it can be.

People - We strive to put people first, to treat everyone with kindness and without discrimination. We place importance on supporting each other, on building strong relationships and on celebrating our successes. We learn, share knowledge, collaborate and communicate. We work hard to create opportunities, to be inclusive and welcoming.

As HR Admin Assistant you will undertake various admin tasks and work independently, once training has been completed. You will maintain full confidentiality at all times, ensuring that all sensitive data is protected. You will work effectively and proactively, ensuring accuracy in your work. You will have regular weekly, monthly and annual tasks and adapt with ease to changes and new ad hoc work.

We operate a paperless environment. This role is based in the office. Proposed schedule 10:00 - 14:00 Mondays and Wednesdays but this can be discussed.

Responsibilities and Duties

- Contracted employee holiday calculations using google sheets and Breathe
- Casual and overtime holiday calculations
- Process new starter documentation
- Scanning and filing in the drive
- Keeping the Staff Drive, Management Drive and HR drive organised and up to date
- Keep Breathe up to date
- Keep Employee Register up to date
- Support with recruitment related admin, including applicant communications
- Track equality and diversity data
- Complete annual data protection audits in our drives according to instructions
- Fill in sickness absence tracker and alert manager when an employee is nearing their max
- Locate data requested by auditors
- Ensure each employee file is complete using a checklist and report back with any gaps



- Provide a second pair of eyes on monthly timesheets and payroll entries
- Take notes during formal HR meetings
- Maintain our staff wall
- Various other tasks that will arise

Skills and Experience

- Excellent verbal and written communications skills are essential
- Good numeracy skills are essential
- Experienced working in Google suite and Excel
- Excellent organisational skills are essential
- Previous administration experience needed

Person Specification

- High level of integrity and discretion
- Professional and approachable manner
- Good attention to detail and accuracy
- Efficient
- Self motivated and very proactive

This job description sets out the accountabilities of the job at the time when it was drawn up. Such accountabilities may vary from time to time.