



Llandoverly College

An independent day and boarding school for boys and girls from 3 to 18 years old, set in the heart of the Welsh countryside

Appointment of an

HR Administrator

September 2022

Llandovery College



Gwell Dysg na Golud: Our Education is our Wealth

Llandovery College, one of Wales' oldest and most successful independent schools, is situated in a small market town in the heart of the beautiful Tywi Valley, West Wales. Comprising a Nursery School, Prep School and Senior School, our ethos is driven by pride, passion and performance. Our values are compassion, tolerance, kindness, integrity, generosity of spirit combined with a commitment to service and academic excellence.

Our pupils receive a bespoke academic education, tailored to excite and inspire young minds. We provide a stimulating and fulfilling learning environment where, in small class sizes, teachers have time to give children the individual attention they deserve.

With outstanding sporting provision and a legendary rugby heritage, the College provides an excellent rounded educational experience: drama, music, the Combined Cadet Force and outdoor pursuits flourish at the highest level and the College organises a wide range of tours, trips and expeditions.

“Passionate about Sport. Serious about Education”

Home to around 250 pupils, aged 3 to 18, Llandovery College is a close-knit community of boys and girls, boarders and day pupils from Wales, and from all over the World.





HR Administrator

Part time, permanent: Monday to Friday

A unique opportunity for an organised, efficient, people-centered administrator

Job Description

Your main responsibilities as the HR administrator will be to maintain and update employee records, as well as managing various HR documents and internal databases.

You will act as the first port of call to employees for all HR related queries and will handle the majority of employee documentation, including contracts, recruitment paperwork and starter packs.



A good understanding and knowledge of employment law and ensuring the HR department conforms to these would be highly beneficial. Assisting with any other administrative tasks as and when they arise may be necessary, including helping with travel arrangement.

The role will require a hard-working, enthusiastic individual, with excellent communication skills and a high level of confidentiality, who will be able to easily fit into our friendly and supportive team.

Salary: £18,000, pro-rata (0.4)

Additional benefits include enrolment into pension scheme, lunch and on-site parking.

Interested?

If so, the main duties for this role are:

- Compiling and maintaining accurate employee records
- Updating databases internally, such as sick and maternity leave
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
- Communicating with external partners
- Being the first point of contact for employees on any HR related queries
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken
- Helping with various arrangements internally, from travel to processing expenses

About you

To be considered for the role of HR Administrator, you will need:

Essential

- Degree level education, or equivalent
- Administrative experience
- Excellent communication skills, both verbally and written
- High level of organisation, and ability to prioritise
- Skills in building effective relationships
- Ability to work with individuals across the organisation
- Professional in appearance, with an excellent classroom manner and flexible approach
- Capacity to work under pressure and to meet deadlines
- Recognition of the importance of confidentiality
- Cultural awareness and sensitivity

Desirable

- Experience as an HR administrator or HR administrator's assistant
- Understanding various data management software systems, like iSAMS
- Computer literate with programmes such as word, excel, etc.
- Good understanding of employment laws



Applications

Llandovery College is an equal opportunities employer, we value diversity and are strongly committed to providing equal employment opportunities for all employees and all applications for employment.

Equal opportunities are the only acceptable way to conduct business and we believe that the more inclusive our environments are, the better our work will be.

Llandovery College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This appointment will be conditional on successful pre-employment and enhanced DBS checks.



Applications should be submitted via E-Teach, or sent directly to the Deputy Warden, together with a covering letter and the names, addresses, telephone numbers and email addresses of two referees.

For convenience, email communication may be used.

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