



HR & OPERATIONS ASSISTANT

Salary: £30,000 per annum

Excellent benefits: Enhanced holiday & sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, Employee Assistance Program.

Hours: 37.5 hours per week.

Overview: Are you seeking your next opportunity?

Would you like to join a professional, caring and fun team that specialises in supporting and protecting people living with complex epilepsy and healthcare needs?

Here, at The Meath, we are proud to offer a world of possibilities for the people that we support as well as opportunity, learning and progression to our teams.

The Meath's beautiful manor house, together with our high-needs facility, Bradbury House, and the Meath Skills and Enterprise Centre, are all set in landscaped grounds.

A few minutes' walk from the centre of Godalming and a stone's throw from Godalming railway station.

We are in a superb location, affording easy access to local amenities, whilst also offering peace and tranquillity.

Job purpose: Joining the HR team, you will support our residential care teams, skills centre, café, domestic team and all back of house departments in their recruitment requirements, training, employee relations and the on-boarding of all new team members.

We are a team of four, based in our Skills Centre, and is a fast-paced department where clear, positive & friendly communication joint with a can-do attitude is key to the success of this role.

You will work directly with the HR team, and also supporting our Residential Services.

With the nature of the role, this role will be based on-site with occasional evening and weekend flexibility required.

Key responsibilities include:

HUMAN RESOURCES

- Provide clear policy guidance to Managers, signposting to the correct policy and escalating to the HR Team Leader/Head of HR where required.
- Support in ensuring the necessary Fit notes, self-certificates, return to work forms, and documents relating to any other absence or employment related issues are completed and loaded on to HR systems in a timely manner.
- Coordinate mandatory employee training and maintain up to date training database, including liaison with all departments to ensure all training is completed within the required timescales, both classroom and e-learning
- Supporting the HR Team Leader in the preparation and checking of the monthly payroll summary.
- To attend and support in our regular HR Open Days/Open Evenings and internal & external Career Events.
- To gain a clear and comprehensive understanding of our workforce scheduling system, supporting all Managers with day-to-day operational queries.

RECRUITMENT

- To screen all job adverts (i.e. Indeed, CV Library, via Recruitment Agency) for suitable applicants and invite for an initial phone interview
- Conduct professional, and consistent phone interviews
- Communicate clear phone interview notes and overview on candidates to be put forward to Managers for a face-to-face interview
- Providing constructive feedback to declined candidates when requested
- Refreshing of all adverts
- Booking of meeting rooms for interviews, meeting and greeting of candidates and capturing their documents.
- Ensuring that all relevant paperwork, including interview questions completed, are collated and scanned.
- Responsible for sending all on-boarding documents, including offer letter, Contract of Employment etc, liaising with the Manager to confirm a start date
- Update of the Meath's Career page with all current job roles available
- Input all new starter information on our HR system

OPERATIONS

- Minute taking for residential management/staff management meetings
- Track the appraisal and supervision process.
- Ensure that our residential services have the correct documentation in place for the document checklist and quarterly auditing.

Experience Essential:

- Excellent customer service / interpersonal skills
- Knowledge and experience of using Microsoft programmes and Outlook calendars.
- Excellent attention to detail and organisation skills.
- Ability to build strong working relationships with stakeholders at all levels.
- Excellent organisational skills
- Discretion – confidential working environment
- Enthusiasm to promote and celebrate the Meath
- Comfortable with working under pressure to achieve deadlines

Experience Desirable:

- CIPD qualification
- Experience in Health & Social care sector
- Previous recruitment experience

Inclusivity & Diversity: We recognise that all our colleagues are uniquely different and bring their own originality creativity, and identity to work. We encourage people from all backgrounds to be part of our charity in supporting our inspirational residents.

Our values are embedded into our culture here at The Meath, designed by our team, and how we live

our every day:

We are **COLLABORATIVE** – We are trusting, We achieve more together, We communicate

We **CARE** – We are person-centred, We are respectful, We are skilled & knowledgeable

We are **PROUD** – We work as a team, We take pride in the people that we support, We take pride in our community

We are **INCLUSIVE** – Everyone is important, Everyone has a voice, Everyone is welcome

We **EMPOWER** – We are creative, We are positive, We support individual development & achievement