

## Human Resources Administrator

<b>Hours:</b>	20 hours per week (Monday – Friday)
<b>Salary:</b>	competitive
<b>Location:</b>	Riversway Nursing Home
<b>Closing date:</b>	21 July 2017

Riversway Nursing Home is an award winning well established, highly successful, top quality largely purpose built 69 bed nursing home located in Bristol. Riversway is part of the successful Springhill Care Group and prides itself on fulfilling its vision and mission and is guided by its core values. Our organisation is delighted to have been nationally recognised by achieving the prestigious Investors in People Gold Standard which means we are the sixth Care Home out of 745 Homes in the whole UK to have achieved the generation 6 Investors in People Gold standard. This means investing in our workforce to make a real difference is top of our agenda.

We are currently seeking an experienced Human Resources Administrator to support the Human Resources department with the general administration in relation to recruitment needs across the Home. You should ideally have a strong administrative background and some professional experience working in Human Resources.

You will be expected to:

- Co-ordinate the recruitment and selection process ensuring all documentation is processed
- including offer letters, contracts of employment and pre-employment checks in a timely manner.
- Placing job advertisements via the appropriate media, collating completed application forms and arranging interviews as necessary.
- Drafting HR correspondence and documentation as necessary including entering and maintaining the data in the internal HR system to ensure all is up to date and accurate at all times.

- Assistance in employee relations procedures i.e. meeting minutes and producing necessary relevant correspondence.
- Monitoring holidays, sickness and absence system and producing reports on an ad hoc basis. Ensure annual leave records are kept up to date.
- Processing all forms for new starters, leavers and changes are fully completed and forwarded to the payroll department.
- Updating the contracted hours spreadsheet and Caresys database.
- Ensuring employee personnel files are kept up to date and contain appropriate material.
- Carrying out ad hoc administration tasks as and when required.

If you have the relevant experience and are interested in permanent work, for an application form please contact Reception on Tel: 0117 955 5758.