

**Job Title:** HR Administrator  
**Location:** Wallingford  
**Business Area:** HR  
**Salary:**



## About GTI

We aim to help students realise their potential in the world of work through technology, content and tools. That's not an easy thing.

We believe in understanding students and partnering with employers, universities, schools and other technology providers.

It's about students finding the right role and employers finding the most suitable candidates. But its more than that – it's about helping young people discover options, develop and build confidence.

## Mission

To deliver an excellent HR administration service to the business.

## The Role Outcomes

### 1. The HR team is recognised as a valued function within the business.

- a. Support in continuing to create a channel of communication and information flow to understand requirements from the business
- b. Proactively respond to requests in a timely manner and escalate where necessary to the HR Manager
- c. Provide support and assist with third party relationships - Recruitment Agencies, Benefit providers, Facilities Management

### 2. HR processes are effective, efficient, and adopted by all.

- d. Support the full employee lifecycle from the initial hiring stage to offboarding
- e. Ensure a successful induction into the business for all new starters
- f. Create and continuously maintain people records
- g. Produce up to date documentation which complies with current legislation
- h. Support in the accurate processing of pay and benefits

### 3. The HR Platform is regularly maintained, accurate and continuously developed.

- a. Promote the HR platform internally
- b. Ensure platform is current and up to date
- c. Be innovative in creating a better user journey
- d. Continue to champion the GTI culture and values

### 4. The HR Manager is supported in all aspects of HR.

- a. Take an active part in HR projects
- b. Ensure a well-planned calendar of social events/all hands meetings
- c. Support with all aspects of Health & Safety and Facilities
- d. Be ready for any unplanned events

**Person Specification:**

- Someone with a confident and professional manner with the ability to communicate at all levels and maintain confidentiality at all times.

**Work Experience, Knowledge & Skills**

- Proven HR administration experience
- Previous experience of HR platforms would be advantageous
- Knowledge of HR policies and procedures
- Excellent organisational skills with ability to work using own initiative and be able to prioritise
- Ability to communicate effectively with internal and external contacts at all levels
- Experience of IT applications (Word, Excel, Outlook)
- Experience of dealing with confidential information
- Experience of taking notes/minutes at meetings
- Basic knowledge of payroll systems/processes

**Other Information**

- Permanent role – 22.5 hours per week
- 3-month probationary period
- Benefits package: 5% Contributory Pension, initial 25 day's holiday, enhanced maternity/paternity policies, life assurance scheme

Please send your CV and covering letter to Amy McSweeney, [amy.mcsweeney@groupgti.com](mailto:amy.mcsweeney@groupgti.com)