



Job Description	
Job Title:	HR Assistant
Salary:	£26,376 - £28,415 Scale: 11 - 16
Hours:	37.5 hours per week (Monday – Friday)
Base:	Coventry Office

Is the post exempt from the Rehabilitation of Offenders Act? **Yes**

Does the post require a DBS check? **Yes**

Our Commitment Statement

Our expectation of all staff is to demonstrate kindness, empathy, and fairness to all.

Dudley Lodge strive to provide an inclusive working environment and experience, where employees can bring their best, and authentic self to work. Where difference is recognised, respected, valued, and celebrated.

Our approach to inclusion and diversity is rooted in listening, learning and acting. This includes conducting ongoing listening forums across the company, the implementation of Inclusion & Diversity talking/support groups, workshops and training, good quality supervision, surveys and collaborative working parties. All with the core aim to receive honest feedback, reflect and continuously strive to be the best that we can be.

JOB PURPOSE

The post holder will provide extensive, end-to-end recruitment support, from initial application through to interview, appointment, and induction. This includes supporting recruitment campaigns, coordinating interviews, attending recruitment events where required, and ensuring all safer recruitment documentation is completed in line with organisational policy, Ofsted requirements, and regulatory standards.

In addition, the role will provide a wide range of high-quality administrative and office support to the Centres, there may be times when your role will require reception duties to support with office cover.

The primary focus of this job is to provide high quality administrative assistance within the HR Team. There will be an emphasis on personnel record management and recruitment.

We are looking for a highly motivated candidate with a can-do attitude, who can work accurately under pressure and prioritise high volumes of work.

DUTIES & RESPONSIBILITIES

To support the HR Team, you will:

- Provide high-volume recruitment administration support, ensuring a positive and professional candidate experience throughout
- Support recruitment activity from application stage through to appointment, including advertising vacancies, coordinating shortlisting processes, and tracking candidate progress
- Draft, update, and maintain job descriptions and adverts in line with safer recruitment guidance and Ofsted regulations
- Coordinate and support first- and second-stage interviews, including preparing interview packs, schedules, and documentation

- Support managers with recruitment logistics and, where required, attend interviews or recruitment events to provide administrative and practical support
- Maintain accurate recruitment trackers and spreadsheets to evidence progress, compliance, and decision-making
- Create and issue offer letters and contracts for new starters, and manage contractual changes for existing staff
- Ensure all new starter documentation is completed fully and accurately prior to start dates
- Chase and process safer recruitment checks in line with policy, including references, employment history gaps, medical fitness, qualifications, and DBS applications and renewals
- Participate in safer recruitment meetings and contribute to ongoing improvements in recruitment processes
- Maintain accurate and up-to-date personnel files and probation records
- Collate and maintain diversity and equality monitoring information
- Ensure compliance with GDPR, including secure storage of documents and appropriate processing of leaver records
- Minute meetings as required
- Support staff welfare administration, including communicating staff benefits
- Update sickness records and support managers with Return-to-Work processes
- Respond to HR-related email enquiries appropriately and professionally
- Communicate effectively with senior leaders, managers, staff, service users, and external professionals
- When required support the office with cover to answer calls ensuring they are directed to the most suitable person in a professional manner. And answer the door, complying with safeguarding procedures, directing visitors to where they should be
- Undertake other HR administrative duties as required

The Successful candidate will be able to demonstrate

- Excellent and effective oral and written communication skills
- Reliability and Adaptability
- A high degree of confidentiality and discretion with a keen sense of integrity
- Exceptional administrative and organisational skills with a good eye for detail
- Ability to take initiative and when necessary, the ability to be assertive
- High level of attention to detail and accuracy
- Excellent time management and organisational skills
- Professional, confident, polite and friendly manner
- Efficient, productive and proactive
- Positive and flexible attitude
- Ability to react to changing situations positively
- Excellent MS office and IT skills
- Ability to work under pressure and prioritise workload
- Ability to solve problems
- Dudley Lodge is a busy Centre and therefore the ability to organise and prioritise tasks is a key requirement.

Title of post to which this job reports:

HR Staff Relations Lead

Special Conditions:

All staff are expected to work in a flexible way to cope with the needs, demands and requirements of the Centres. This may mean attending or working from either centres, Coventry, Birmingham.

Dudley Lodge operates a non-smoking policy for staff.

Observance of the Centre's Equal Opportunities Policy will be required, and to work at all times in accordance with all the Centre's policies and procedures.

Failure by a member of staff to report actual or suspected physical or sexual abuse of a child by another member of a staff or other person having contact with the child may constitute a disciplinary offence.

Person Specification
Job Title: HR & Admin Support

Factors	Essential	Desirable	How Identified
Qualifications/ Training	<ul style="list-style-type: none"> GCSE English & Maths grade C or above, or equivalent qualification 	<ul style="list-style-type: none"> CIPD LEVEL 3 or HR/Admin qualification IT based qualification 	Application Form
Skills/Abilities	<ul style="list-style-type: none"> Strong administrative and organisational skills with a good eye for detail and the ability to stick to deadlines Self-motivated, uses own initiative and can work independently Takes responsibility for own work Ability to prioritise own workload Excellent communication and interpersonal skills Strong IT skills and experienced with Microsoft Office Word and Excel. Excellent grammar and written skills Good organisational and co-ordination skills Deal with issues of a confidential nature in a courteous and diplomatic manner A confident, polite and friendly manner Ability to contribute effectively to team working Able to foster effective working relationships quickly with staff and external parties Record information accurately 	<ul style="list-style-type: none"> Worked in a confidential setting previously 	Application Form/ Interview/test
Knowledge	<ul style="list-style-type: none"> Good understanding of administrative procedures and systems i.e. Filing, record keeping & the principles behind this. Good understanding of the importance of customer care Good knowledge of how to maintain efficient administrative systems Understanding of and commitment to equal opportunities 		Application Form/Interview
Experience	<ul style="list-style-type: none"> Office based administrative experience (minimum 1 year experience) Experience of handling confidential information 	<ul style="list-style-type: none"> Financial administration experience Some background in HR administration 	Application Form/ Interview

Dudley Lodge is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expect all staff and volunteers to share this commitment.

We are an equal opportunities employer and welcome applications from all suitably qualified persons.

All posts are exempt from the Rehabilitation of Offenders Act 1974. Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and so are not subject to disclosure and should not be taken into account. Further information about this can be found on the DBS website or at Nacro.

This post is subject to medical clearance and an enhanced DBS disclosure.