

THE HONOURABLE SOCIETY OF THE INNER TEMPLE

JOB DESCRIPTION

Job title	HR Administrator
Department	Collector's
Reports to	HR Manager

Main purpose of role

To be the first point of contact for day-to-day HR matters, responding to or referring queries as appropriate; and to be responsible for HR and Training administration.

Duties and responsibilities

HR Administration

- To ensure all HR files and records both hard copy and electronic are maintained in accordance with GDPR regulations and retention schedules and are fit for audit purposes.
- To arrange events, meetings and support the preparation of documents.
- To respond to requests for HR data.
- To act as first point of contact for HR, online and face to face.
- To respond to reference requests for previous or departing employees.
- To support the provision of information to auditors
- To support employee access to the HR system, creating accounts and resetting passwords where needed

Recruitment

- To have responsibility for all aspects of recruitment administration from advertising to candidate offer.
- To co-ordinate the interview process through liaison with hiring managers and candidates and actively participating in interviews where required.
- To process new joiners, adding them to the Inn's HRIS, issuing contractual paperwork and onboarding.
- To carry out and monitor pre-employment checks, issuing conditional offers and confirming start dates when checks are completed including right to work in UK checks where necessary.
- To be responsible for the filing of all recruitment paperwork in line with organisational policy.

Absence Management

- To produce monthly sickness absence reports, flagging employees who have reached trigger points to HR Manager.

Training Administration

- To assist the HR Manager with the Inn's annual employee training programme, taking responsibility for end-to-end administration including collating requirements, researching providers, booking trainers and venues, communicating with delegates, processing invoices and collating feedback.

Payroll support

- To process contractual changes within the HR Information System and send written communications to the employees.
- To liaise with the HR Manager and Payroll Administrator to ensure all necessary information is collated and communicated prior to the monthly payroll deadline.
- To support the administration of employee benefits.

Employee Relations

- To provide administration support employee relations cases, transcribing notes taken in formal meetings and drafting basic letters using templates where appropriate.

HR Project Support

- To provide administrative support to HR projects

Other

- Any other duties as reasonably requested

PERSON SPECIFICATION

	Essential (E) or Desirable (D)	Assessment method
Experience and Knowledge		
Experience of working in HR Administration, with knowledge of the processes and procedures completed during the employee lifecycle	E	Application / Interview
Experience of accurately processing information and maintaining records, databases and filing systems	E	Application/Interview
An understanding and ability to work with confidential and sensitive information, with basic knowledge of GDPR	E	Interview
Experience of working in a professional membership organisation	D	Application / Interview
Minute taking experience	E	Application / Interview
Skills and abilities		
Proven ability to work with accuracy and strong attention to detail	E	Interview
Effective communication skills, face to face, over the phone and in writing	E	Application / Interview
IT Literate (Preferably MS Office and HR Databases)	E	Application / Interview
Numerate and able to manage queries or processing of information relating to salary or leave calculations	E	Interview / Assessment
Has excellent organisational and time management skills with the ability to work proactively and with initiative	E	Interview
Team player	E	Interview
Ability to deal appropriately with a range of stakeholders both internal and external	E	Interview
Education and training		
Good standard of general education (GCSE standard or equivalent)	E	Application
CIPD Level 3 Foundation Certificate in People Practice or equivalent	D	Application / Certificate
Other requirements		

Able to demonstrate a commitment to the values and objectives of Inner Temple	E	Interview
Willing to work occasional unsocial hours as required.	E	Interview

Date of last update 13th March 2026

HR Administrator

Terms of employment

Salary:	£17,313.60 (FTE £28,856) per annum
Annual leave:	15 days per annum (25 days FTE) plus Bank Holidays and discretionary Christmas Closure
Working hours:	21 hours per week to be worked across 3 days (7 hours per day plus one unpaid hour for lunch) between Monday to Friday 9am until 5pm
Location:	Inner Temple, London EC4Y 7DR

Other benefits:

Non-contributory pension benefit

Free lunches at work when the Inn's kitchens are open, a taxed daily luncheon allowance provided when they are closed

Employee Assistance Programme

Cycle to work/ Season ticket loan available after probationary period

Private Healthcare