

JOB DESCRIPTION

JOB TITLE	HR Assistant
TYPE OF CONTRACT	Permanent, part-time
RESPONSIBLE TO	Senior HR Officer
COUNTERSIGNING MANAGER	Head of HR
GRADE AND SALARY	Grade 2 £14,099 - £15,869 pro-rata £23,498 - £26,448 FTE Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	21 hours per week; Monday to Wednesday (9.30am – 5.30pm) with an hour unpaid towards lunch
KEY WORKING RELATIONSHIPS	HR team, Drama School Operations Manager, Examinations department, various freelancers, casual workers and line managers across various departments
INTERNAL	
EXTERNAL	Applicants, external agencies such as recruitment consultants, vetting agency (DBS, uCheck), HR software provider and any other similar organisations
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days pro-rata plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(3) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly

	experienced and knowledgeable doctors
(4) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(5) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(6) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(7) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(8) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(9) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(10) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket

JOB PURPOSE

To work as part of the HR team to provide a professional, high quality, timely, customer focused general administration and transactional service throughout the Academy.

DUTIES AND RESPONSIBILITIES

- To provide high quality HR administrative support, including:
 - Recruitment administration to include scheduling interviews and attendance on interview panel as and when required
 - DBS checks for permanent, fixed-term, casual workers as well as self-employed contractors
 - Right to live and work in UK documentation checks for New Starters/Re-Joiners
 - Electronic upkeep of personnel records
 - Upkeep of HR Duo
 - Compliance with Data Protection Legislation
- To apply good working knowledge of HR administrative systems to answer queries and resolve problems from colleagues and external customers.
- To manage the workload allocated by the Senior HR Officer ensuring that all queries are dealt in

a timely, accurate manner, escalating complex problems to the Head of HR as required.

- To make effective and accurate use of the HR system and to provide excellent customer care at all times.
- To ensure that all written documentation i.e. e-mail, letters, and any other HR paperwork are produced accurately.
- To maintain confidentiality in all matters, adhering to Data Protection legislation at all times.
- To work across the HR department, in response to peaks and troughs of business activity.
- To have an understanding of how equality and diversity applies to the responsibilities of the role and to actively promote equality and diversity in all aspects of the role.
- To generate miscellaneous reports using the designated HR software
- To minute confidential HR meetings as and when required
- Finally, to provide any other administrative support to the HR department as and when required.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management. The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>Good organisational and time management skills</p> <p>High attention to detail</p> <p>Good communication skills</p> <p>Ability to work independently without constant supervision</p>		CV/Cover letter/ Interview
QUALIFICATIONS	Minimum 'A level' standard	Ideally degree level education with good foundation in HR theory	
KNOWLEDGE	Working knowledge of Microsoft Word and Excel	<p>Database experience is preferred</p> <p>Good working knowledge of HR processes and procedures</p>	CV/Cover letter/ Interview
EXPERIENCE	Office/admin experience		CV/Cover letter/ Interview
QUALITIES	<p>Highly enthusiastic, diligent and determined</p> <p>Tactful, discreet, diplomatic and approachable</p> <p>Ability to form and maintain effective working relationships with colleagues</p> <p>Self-motivated with a 'can do' attitude and determination to 'get under the skin of problems'</p> <p>Ability to streamline and improve operational processes</p>		CV/Cover letter/ Interview

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.