

JOB DESCRIPTION

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| POST: | HR and Contracts Officer (Part Time) |
| REPORTING TO: | HR Manager |
| OTHER WORKING RELATIONSHIPS: | Finance Department, Heads of Faculty, Programme and Curriculum Leads, Academic and Support staff |
| MAIN PURPOSE OF JOB: | To work as part of a small team to provide administrative support across the School's HR provision, assisting the HR Manager in the day-to-day operation of the HR function. The role will help ensure efficient, compliant, and professional HR processes that support staff throughout the employee lifecycle and contribute to a positive working environment. |

DUTIES & RESPONSIBILITIES:

Recruitment Support

- Assist with the advertising of vacancies, ensuring job descriptions are accurately uploaded to the school website.
- Collate applications for shortlisting.
- Coordinate interview arrangements and send invitations to candidates.
- Support interview days by meeting and greeting applicants and assisting with interview tasks.
- Assist the HR Manager in preparing and issuing letters of agreement for successful applicants.
- Send reference request letters and track responses.
- Process DBS checks for new employees and manage renewals on a three-year rolling cycle.

Induction

- Prepare induction packs and deliver inductions for new starters.
- Create and maintain accurate staff personnel folders.

Absence Management

- Oversee the HR Timetastic system to monitor staff absences.
- Issue absence forms to Line Managers and ensure completion and return.
- Maintain accurate absence records for reporting and payroll purposes.

HR Administrative Support

- Maintain and update personnel files, HR databases, and records in compliance with legal requirements.
- Address routine HR-related queries from staff.
- Schedule HR meetings and maintain HR calendars.
- Attend meetings on behalf of the HR Manager as and when required.
- Take accurate notes and circulate minutes where necessary.

Curriculum Contracts

- Administer the issue of casual hours contracts and all related documentation for Guest Tutors, Artists and Choreographers as requested by the Heads of Faculty, VERVE Artistic Director, Programme and Curriculum Leads.

NORTHERN SCHOOL OF CONTEMPORARY DANCE

- Organise and book travel and accommodation in line with the School's policy and within an agreed budget for Guest Tutors, Artists and Choreographers.
- Support the provision of spreadsheet information on casual hours contracts for budgetary purposes.
- Process Guest Tutor, Artists and Choreographers Disclosure and Barring Service (DBS), checks as required.

General

- Provide Reception/Box Office cover as required.
- Undertake staff training and development where necessary.
- Support all agreed Quality Assurance Systems within the College.
- To follow the School's Code of Practice in matters such as Health and Safety, Equal Opportunities and Safeguarding.
- Any other relevant duties, as agreed by the HR Manager.

Person specification - HR and Contracts Officer

| | Essential Criteria | Desirable Criteria |
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| Education/Qualifications | <ul style="list-style-type: none"> • CIPD Level 3 (or working towards) or equivalent HR qualification or • Qualified by experience in general clerical and administrative work. | Relevant HR/business admin qualification. |
| Experience | <ul style="list-style-type: none"> • Experience in an administrative role, ideally supporting recruitment, HR, or office operations. • Experience organising meetings, interviews, or events and managing diaries/calendars. • Experience maintaining accurate records and handling confidential information. • Understanding of general HR administrative processes (e.g., recruitment coordination, onboarding, record keeping). • Awareness of the importance of confidentiality and data protection. | <ul style="list-style-type: none"> • Previous experience in an HR or recruitment environment, particularly within education or the public sector. • Experience using HR systems (e.g., absence management) • Experience processing DBS checks or safer recruitment procedures. |
| Skills Required | <ul style="list-style-type: none"> • Excellent organisational skills with the ability to prioritise a varied workload. • High level of accuracy and attention to detail. • Strong written and verbal communication skills. • Confident IT skills including Microsoft Office (Word, Excel, Outlook) and databases. • Ability to provide professional and friendly customer service to staff, applicants, and visitors. • Ability to take clear and accurate meeting notes/minutes. | |
| Personal Requirements | <ul style="list-style-type: none"> • Imaginative and flexible thinking. • Excellent communication skills and the ability to liaise effectively with students and staff. • A willingness to become part of a small committed and enthusiastic team. | |
| Safeguarding | Have proven knowledge, skills, experience and qualifications, and any other requirements needed to perform the role in relation to working with students and vulnerable adults. | |

TERMS AND CONDITIONS

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| Place of employment: | NSCD, 98 Chapeltown Road, Leeds LS7 4BH |
| Hours of work: | 22.2 hours per week (0.6FTE) |
| Remuneration: | £27,807 (actual £16,685) |
| Contract: | Permanent |
| Probation: | 6 months |
| Leave entitlement: | 25 days, pro rata plus 8 bank holidays pro rata and up to 3 discretionary days between Christmas and New Year |
| Period of notice: | 1 month during probation, 2 months after probation |
| Pension: | West Yorkshire Pension Scheme (17% employer contribution) |
| Other benefits: | Free on-site car park Staff training and development Health Shield (work-place health cash plan) Tickets for shows performed at the Riley Theatre |

Safeguarding and other conditions:

NSCD is committed to safeguarding and promoting the welfare of students and vulnerable adults and requires all staff to demonstrate this commitment in every aspect of their work. All staff require a full DBS check. Within your application, please give details of your background in working with these groups and how you would contribute to the school's commitment to safeguarding.

Equal Opportunities

The School is committed to providing non-discriminatory and harassment-free working environment for our employees. All School employees are expected to have due regard for those policies when carrying out their duties.

Equality, Diversity and Inclusion

NSCD believes that diversity and a diverse workforce is critical to its future development. As an equal opportunities employer we actively encourage interest from suitably qualified and eligible candidates regardless of sex, age, race, cultural background, disability, sexual orientation, gender identity, religion or belief.

Health and Safety

All employees will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health and Safety policy/local rules/codes of practice relating to Health and Safety.

Environment & Sustainability

Northern School of Contemporary Dance recognises and is aware of its Social, Economic and Environmental responsibilities, the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of NSCD's Environment and Sustainability Policy.

March 2026