



Job Description: HR Officer

Job Title:	HR Officer
Location:	A combination of remote work and time spent at Prime Acrobatics' centres in Woking and Camberley.
Reporting to:	Company Operations Executive
Hours:	Part time; casual hours to be determined and agreed between you and Prime Acrobatics. A flexible work pattern based on the needs of the company. Option to work remotely, and for overtime.

Overall Aims of the Role:

- The role requires you to support the company in all aspects of Human Resources; to provide support in hiring staff, and managing leavers appropriately.
- To manage the recording of our staff performance.

Main Duties and Responsibilities:

- To help establish new HR documentation.
- To maintain and develop our current HR policies, procedures, and processes.
- To manage our HR@ email inbox daily.
- To manage our staff and volunteer HR admin, dealing with holiday requests, keeping up to date records of staff absences and more.
- To support our payroll, to process timesheets, calculate holiday pay, and create a payroll spreadsheet each month.
- Suggest changes to our staff contracts to our Director for approval.
- Support staff training; help induct new starters and provide HR information.
- To support hiring; provide formal job offers, contracts of employment, job descriptions, checking right to work, instructing DBS checks and more.
- To support the company with disciplinaries and follow up documentation.
- To manage leaving staff, their notice periods, end date, removing access to company data and more.
- To provide impartial HR advice to the company.
- To seek further clarification or legal support if needed.
- To build communication with staff upon contractual changes.
- To liaise with the Gym Managers on staff's return to work documentation.
- To liaise with the Health, Safety and Welfare Manager on staff maternity leave,

risk assessments and necessary documentation.

- To liaise with our Company Operations Executive on changes to our Staff Handbook.
- To support the Company Operations Executive with staff appraisal documentation, filing and distributing.
- To make yourself accessible to management when needed.
- To regularly provide HR updates to management.
- To support the company in maintaining a performance management culture.
- Support proofreading of company documentation where necessary.

Other:

- To potential support our Company Experience Executive with covering the front desk and any other administration task where required.
- To help ensure our environment is welcoming, friendly and supportive to all.
- To maintain a good professional appearance, always act as a role model to other staff and act as a key ambassador for the company.
- To provide the company with executive assistance in general and on special projects.

Skills Required

- Proactive with great attention to detail.
- Excellent organisational skills and ability to prioritize.
- Ability to work independently.
- Excellent communication skills.
- A good level of intuition and ability to use your own initiative.
- A flexible and adaptable approach to work.

Remuneration Package

- Salary dependent on level of experience.
- Minimum of 5.6 weeks of annual leave (based on 4 weeks plus 8 English public holidays). Some holidays dates may be forced in line with club closures.
- Contributory pension scheme, if eligible.
- There is also an option to work agreed overtime.

Desirable Criteria:

- A-level English and Mathematics minimum Grade C.
- Extensive knowledge and experience in Human Resources.
- A degree of understanding of UK working law.
- Management experience.
- Proficient in Microsoft Office and Google Workspace.
- Relevant administration and customer service experience.