



Post Title: Administrative Assistant

Location: Alperton, Wembley, London

Type of Employment: Full time, contract

LSST – London School of Science and Technology

LSST is a higher education institution that prides for providing high quality education to individuals from all background, abilities and aspiration to fulfil their potential through learning, achievement and progression.

London School of Science and Technology (LSST) was founded in 2003. It has since grown to become one of the leading Higher Education institutions of its kind in the private sector with campuses in London, Luton and Birmingham.

Responsible for:

- Administration and data maintenance in the HR Department

Job Purpose is to provide an effective and efficient HR administration function, recruitment and staff support at LSST.

Key responsibilities:

Recruitment and Selection

- Carry out all the administrative processes in the recruitment process.

On-boarding and Induction

- Administer the process for new employees such as prepare files and obtain employment references.

HR Database and Reporting

- Ensure and maintain the HR Database, SMS current staff conditions and details. This includes inputting starters and leavers, change of details, annual leave and recording of sicknesses and other leave.
- Ensure and maintain staff time and attendance record up to date.
- Manage and maintain all staff electronic and hard files.
- Assist in monitoring the Time and attendance of employees in all campuses using opentimeclock.
- Manage all the filling of employees.

Advice and Guidance

- Assist with disciplinary and grievance hearings in the capacity of minute taker.



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- Provide references of employment on request.

Other Duties

- Conduct other tasks and responsibilities depending on business needs.

Requirements:

- Educated to a GCSE or Bachelor Degree level
- Meticulous attention to detail
- At least 2 years solid Administration Experience
- Great communication skills
- Minute taking and typing skills are highly desirable