

## **The Learning Tree Integrated Crèche and Montessori: HR Administrator (Part Time) (<https://www.activelink.ie/node/110387>)**



### **HR Administrator**

**Job Type:** Part-time (25 hours per week), permanent

**Location:** On site in Drumcondra, Dublin 9

**Closing Date:** The closing date for applications is Friday 27th September 2024, shortlisting based on the essential criteria will apply.

### **How to Apply:**

Please email an up-to-date CV and cover letter to [info@thelearningtree.ie](mailto:info@thelearningtree.ie) (<mailto:info@thelearningtree.ie>)

Appointment will be made subject to satisfactory Garda Vetting, International Police Clearance (if the candidate resided in any country for longer than six months) and reference checking.

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### **About Us**

The Learning Tree is a large not-for-profit high quality Early Years service in Drumcondra, Dublin 9. We cater for 300 children, between 6 months old and up to 12 years of age, and employ 80 staff. We are currently recruiting for an experienced HR Administrator. Reporting to the Manager, the HR Administrator will provide HR operational support to the senior management team.

### **Responsibilities:**

The role will be varied including but not limited to: Talent / Performance Management, Employee Relations, Engagement, Talent Acquisition and HR Operations.

- Responsible for HR processes, including recruitment, resource management, absence management, compensation and benefits.
- Ensure records are kept up to date
- Point of contact for any HR Queries from all employees
- Subject matter expert for HR Operations on specific processes
- Support the functional managers in the monitoring and evaluation of employee performance.
- Participate in HR project work as required
- Assess training and development needs of employees, developing supervisory training programs and maintaining training documentation.
- Maintain in depth knowledge of HR legal requirements ensuring regulatory compliance
- HR Admin; issue letters of offer, contracts etc.

### **Requirements:**

- 1+ years experience in a HR Admin role
- A relevant HR qualification

- Knowledge of the early years sector is advantageous
- Experience in a fast-paced environment
- Strong PC skills, including core Microsoft packages MS Excel and MS Word.

## Benefits

- 33 days paid annual leave per year (including Christmas week, Good Friday & all bank holidays)
- Enhanced employee benefits including: Bike to Work, Travel Tax Saver Scheme
- Loyalty rewards
- Regular social nights out
- Educational/ CPD assistance programme
- Staff appreciation programme
- Staff wellbeing - EAP Programme with six free therapy sessions per year
- Internal training & professional development
- Free parking
- Team support system
- Paid sick leave
- Plus much more...

### Region

Drumcondra, Dublin 9

### Date Entered/Updated

21st Aug, 2024

### Expiry Date

27th Sep, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/110387-the-learning-tree-integrated-creche-and-montessori-hr-administrator-part-time>