



HR Systems Administrator Job Advert

Line Manager/Reporting into:	IT Operations Manager
Full Time/Part Time:	Full Time
Fixed Term Contract Length:	Permanent
Closing Date for Applications:	TBC
Languages Required	English
Location	South Africa

Inspired is seeking to appoint HR System Administrator to join us on a **permanent** basis.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](http://inspirededu.com)

OUR TEAM

The HR Team sits at the centre of the business, responsible for the full end to end employee lifecycle from attraction and selection to performance management. Having a team of world class employees is critical to the ongoing growth and performance of Inspired.



1 Montecasino Boulevard, Block A – The Pivot, Montecasino, Fourways
T: +27 (0) 10 060 4242 | E: admin@inspirededu.co.uk

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The opportunity to add real value from day one
- Strong growth opportunities
- Being part of a global professional community
- A collaborative team and environment
- A culture of excellence
- A rapidly growing business
- The opportunity to be at leading edge of educational development practice

ROLE SUMMARY & JOB PURPOSE

This role will be responsible for managing the the global HR operations system (SaP), data and insight. With SaP launched into the business less than 2 years ago, there is a significant opportunity to enhance the integration of the system to enable the full commercial and operational benefit across multiple countries and ensure the system is functioning effectively for all stakeholders including: HR; Finance and the Schools.

This individual will be used to working in a systems environment and will be highly capable and confident in working with large data sets. This individual will be very hands on, working to support the resolution of 1st line system queries as well as working with local HR leaders to improve in-country processes.

They will be responsible for supplying training packs to the business and working proactively to make sure users of the system and other system administrators, and clear on the correct processes to follow when using the system and overall adoption increases.

ROLE RESPONSIBILITIES

This position will be responsible for the following:

- Manage the global HR system and tools, specifically SAP- maintaining and improving all functionalities, implementing new features and systems
- Make sure they are available to help support new joiners into HR with how to execute critical system processes e.g. calendars, entity set up, data integration
- Building a process library for all HRIS and non-HRIS processes to ensure the HRIS is fully embedded in all core people processes across 22 countries and future-proofed and opportunities for best practice or simplification have been explored
- Finding opportunities to support HR teams to put into place processes to ensure key HR steps are documented and regularly reviewed
- Ensuring data in the system is accurate and up to date at all times through frequent audit
- Resolving urgent systems issues such as; Logins, Reports not working, system errors
- Driving efficiencies through the optimization of the HRIS through process changes or integrations, grounded in commercial rationale
- Maintain and improve current onboarding system and process globally in order to ensure data accuracy

- Work closely with finance and IT to ensure the HRIS is delivering on operational requirements and cost effective
- Work with the implementation partner (AKT) to ensure that more problematic fixes are resolved on time and within a low budget

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
Inspired Required Standards	<ul style="list-style-type: none"> ○ Ability to spot proactive opportunities for value add system changes ○ Previous experience of working with SAP and/or integration partners ○ Understanding of core HR processes ○ Strong ability to produce insight from data to support global decision making ○ Experience of working with 3rd parties ○ Having worked in an IT team, or with a business team supporting a system ○ Ability to engage and influence to build buy in and support ○ The ability to work proactively and autonomously with hands off direction ○ Worked as part of a global business across different time zones, cultures and languages 	
Skills and previous experience	<ul style="list-style-type: none"> • Strong experience with HR Technology and SuccessFactors or another HR information System • Able to produce data and reporting in a simple and effective way • Good understanding of key HR processes • Developed and written policies and processes maps • Created User Guides and training materials 	<ul style="list-style-type: none"> • Experience with other HR information systems • Working as a data analyst
Qualifications and Accreditations	<ul style="list-style-type: none"> • N/A 	
Personal Attributes	<ul style="list-style-type: none"> • Driven • Proactive • Resilient and highly adaptable to change • Curious • Hands on and prepared to roll sleeves up 	<ul style="list-style-type: none"> •

HOW TO APPLY

- Please send a covering letter and copy of your resumé to the following email address: denise.cochrane@inspirededu.co.uk
- Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.

Due to the current COVID environment, interviews may place via Skype, MS Teams or another virtual platform.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why they are interested in the position and school (ii) a CV with their details and history of employment and achievements (iii) at least two referees from a recent/current appointment.

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

TEMPLATE APPLICATION FORM – SCHOOL STAFF

Introduction

Inspired is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Please complete the following form as fully as possible. Please attach your CV in addition to the completed application form. The information requested below complies with Inspired's guidance on safer recruiting.

POSITION APPLIED FOR:	
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1. PERSONAL DETAILS	
Title (Dr/Mr/Mrs/Miss/Ms)	
First Name and Surname:	
ID Number:	

Current Address:			
Postcode:			
Previous Address, covering the last five years if different from above			
Home Telephone No:		Work Telephone	
Mobile Telephone No:		Email:	
Do you have Qualified Teacher Status?			
SACE Number:			

2. OTHER INFORMATION	
Are you related to any employee of the School?	
If yes, who?	
Please state where you saw this post advertised	

3. EMPLOYMENT
<p>Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.</p> <p>Please state the reason for leaving each position in full.</p>

Employer Name & Address	Job Title	Date From/to dd/mm/yy	Current or Final Salary, Reason for Leaving

4. GAPS IN EMPLOYMENT

If there are any gaps in your employment history, please give details and dates

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5. REFERENCES

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher or Deputy Head will be the referee. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friend.**

The School intends to take up references from all shortlisted candidates before the interview where possible. The School reserves the right to take up references from any previous employer.

1. Name		2. Name	
Position		Position	
Address		Address	
Tel No.		Tel No.	
Email.		Email.	
In what capacity do you know the above?		In what capacity do you know the above?	
May we contact prior to interview?		May we contact prior to interview?	
3. Name			
Position		If you were known to either of your referees by another name, please give details:	
Address			
Tel No.			
Email			
In what capacity do you know the above?			

6. DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the appropriate responsible person. If you would like to discuss this beforehand, please telephone in confidence to the Head of School.

Please disclose any unspent convictions, cautions, reprimands, or warnings.

You should be aware that the School will institute its own checks on successful applicants for short listing.

Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please delete as appropriate:

I have nothing to declare OR **I enclose a confidential statement**

I confirm that the information provided by me on this application form is real and correct and gives a fair representation of my qualifications and work experience. I also declare that I have read and understood the data protection clause and I consent to the processing of the personal data provided during the recruitment process and during employment, if I am successful.

SIGNATURE

DATE

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration.

INFORMATION ON DATA PROTECTION

The POPIA Act aims to regulate, in harmony with international standards established under the General Data Protection Regulation (EU) 2016/679 (GDPR), the processing of personal information held by public and private bodies in a manner that gives effect to the right to privacy and describes how organization's — including Inspired must collect, handle process, and store personal information.

Inspired informs you that according to the POIPA Act the personal data provided and collected in this application form will be processed and automatically included in our files with the exclusive purpose of managing the personnel selection processes that are carried out. We rely on the lawful basis of legitimate interest.

By completing this application form, you are authorizing the processing of your data for the purposes expressed above. Your data will be kept in our files for the term of 6 (six) months under the required security measures and for the indicated purpose, as well as to properly manage the application to the employment position for which you may be interested and /or for future selection processes that may be adjusted to your profile. Once the purpose has expired, your data will be safely deleted.

You expressly consent to the personal data being transferred to other schools within Inspired that may be interested in your work profile. Said schools may be located in United Kingdom or outside of EU or in any other country, even in those that do not offer a level of protection comparable to our data protection regulations. In these cases, Inspired is fully committed to transfer you data under the appropriate safeguards.

Inspired guarantees the proper use of the information, and especially, the full confidentiality of the personal data contained in our files, as well as full compliance with the obligations regarding the protection of personal data. In the event of any modification of your personal data, we ask you to notify us in writing with the sole purpose of keeping your job application or curriculum vitae duly updated. Likewise, we inform you that you can exercise your data protection rights (access, rectification, object, erasure, or get information about other rights), or withdraw your consent at any time, by sending us a written request to the email addresses indicated in the header of this clause.

Finally, we will request from you information and contact details about your previous employers with the aim to get professional references. The applicant undertakes to provide said information with the prior written agreement of such employers, having informed them previously of the following: a) they will provide your personal information only for professional purposes; b) we will process such references exclusively for the aforementioned purposes;) Inspired recognizes to previous employers the exercise of their data protection rights, and they can exercise them by sending us a written request in the above indicated