

Day in The Life.....

Kirklees Catering Service provides high quality catering services to schools throughout Kirklees and surrounding areas. We provide meals to approximately 170 schools, producing over 20,000 nutritious school lunches each day as well as catering at Extra Care Schemed Housing, Greenhead Conservatory, Town Halls & Cliffe House. Within the Venue's service area there is also other services that this role will support which include Bereavement Services, Caretaking and Cleaning.

Our team is currently based at Flint Street, Fartown, Huddersfield however this is likely to change to a hybrid model combining home working and office working. Duties cover a wide range of administration tasks associated with HR processes such as recruitment, training and sickness meetings. It is a busy working environment with staff working to deadlines in a confidential environment. The role will primarily support the school catering team but will also support other services listed above as the need arises.

The team needs a Business Support Officer that is an excellent communicator, hardworking, self-motivated, very flexible and with an interest in HR. The ability to follow procedures, accuracy, producing work to a high standard and paying attention to detail are also essential requirements.

Previous experience of working in a HR environment would be beneficial as well as excellent organisational skills are required.

Here are some of the tasks you might perform in a typical day:

- Arranging sickness review meetings, inviting relevant parties to either online or face to face meetings
- Using Microsoft outlook to book meetings for several colleagues to attend HR meetings
- Note taking from attendance management meetings or other HR meetings
- Writing up draft outcome letter from template documents following meetings
- Working closely with managers to support in other HR administrative tasks
- Working closely with manager to support in recruitment processes
- Working closely with the training team to support as needed
- Undertaking training on HR systems and processes to increase awareness
- Supporting with other administrative tasks associated with the venues service