

Role Profile

Job Title	:	HR Administrator
Department	:	People & Culture
Band	:	Operations 2

Job Purpose:

At Aardman, great ideas start with great people. Whether they're animators, model makers, storytellers, technologists, producers or operational teams, our people are what bring our films, series, and experiences to life.

The People & Culture team helps create an environment where talented people can do their best work. From attracting and supporting brilliant talent to developing skills, nurturing careers and keeping the essentials running smoothly, we help ensure the right people are in the right place at the right time.

As an employee-owned business, our culture matters as much as our creativity. We work to make sure our people practices are fair, inclusive, practical and aligned with Aardman's values, helping every partner feel supported, connected and able to contribute to our shared success.

The HR Administrator provides accurate, organised and responsive administrative support to the HR team. You will be particularly focused on high-volume administration, including crew booking forms, contracts and extensions, right-to-work checks and employee records. It will also support wider studio activity, including inductions, work experience, training coordination, reporting and general team administration.

Duties & Responsibilities:

Recruitment, contracts and onboarding

- Support recruitment administration, including advertising roles, coordinating applications, shortlisting administration, interview scheduling and candidate communication.
- Process crew booking forms, right-to-work checks, personal details, contracts and extensions, including issuing documents and following up outstanding paperwork.
- Ensure Payroll and other relevant teams receive accurate and timely new-starter and employment-change information.
- Organise and deliver new-starter inductions and coordinate mandatory onboarding learning.
- Coordinate work-experience, internship, Academy student and other non-standard engagement paperwork.

People records, systems and compliance

- Maintain accurate and complete partner and crew records across the HR system
- Maintain passport and right-to-work records and support relevant audits
- Manage paper and electronic filing in line with data protection and retention requirements, including secure deletion when required
- Record and monitor signing delegations and keep organisation charts up to date
- Protect confidential information and escalate any data-quality or compliance concerns promptly

Training and partner experience

- Coordinate corporate training sessions and process training requests, bookings and associated administration, including onboarding training for all new partners
- Support holiday and absence queries and contribute to annual holiday and absence reporting
- Coordinate appropriate recognition and life-event gifts, including maternity, birth, hospitalisation and long-service arrangements
- Complete reference requests, DBS administration and other routine partner documentation

Finance, reporting and team support

- Process invoices, budget queries, professional subscriptions and company credit-card administration, using the relevant approval and coding processes
- Cross check employee assistance provider invoices and maintain starter and leaver information for both sites
- Provide routine statistics, reports and information when requested
- Manage speculative enquiries and correspondence and provide general administrative support
- Support short-term projects and improvements that make HR processes clearer and easier to administer

Person Specification:

- At least 12 months previous administration experience
- Excellent administrative and organisational skills with a high level of attention to detail
- Strong communication skills
- Excellent interpersonal skills and a good listener
- Intuitive and enthusiastic approach to problem solving
- Flexible, friendly, and supportive approach to team
- Ability to work independently, use judgement on routine matters and recognise when to seek guidance
- Confidence using Microsoft Office (essential) and learning people, finance and document signing systems
- Able to maintain a high level of confidentiality and diplomacy
- A discreet and dependable approach to confidential and sensitive information