



Human Resources Administrator



ROXBURGHE
ESTATES

www.floorscastle.com



About us

The estate has been part of the Scottish Borders since 1358. Everything we do, is to ensure that we continue into the next millennium. Through our longevity we have developed deep connections with the land and its people and we are guided by the principle that our operations benefit the health of the environment and the prosperity of local communities. We are not just enduring; we will constantly innovate and grow to maximise the potential of the region and land under our care so we will be a source of inspiration and a model estate for the 21st Century.

Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Floors Castle. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing a warm welcome and amazing experiences.

Our Values

CUSTODIANS

COMMUNITY

AUTHENTICITY

DRIVE

WARMTH

“To understand, improve and develop our natural, heritage and built environments, allowing them to flourish as sustainable businesses capable of making significant contributions to a vibrant Borders community, now and for generations to come.”



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Purpose of the Role

ROLE TITLE	Human Resources Administrator	CONTRACT	Permanent, Part-Time
LOCATION	Floors Castle, Kelso	HOURS	20 hrs per week (can be flexible)
START DATE	As soon as possible	MANAGER	PA to Duke of Roxburghe

- Roxburghe Estate provides employment to approximately 75 permanent members of staff with that number increasing to approximately 120 with seasonal staff when Floors Castle is open to the public each year.
- The HR Administrator is responsible for administering and co-ordinating all aspects of the employment lifecycle in a professional manner, maintaining accurate HR records, ensuring UK Right to Work compliance, processing HR documentation, and supporting managers in line with UK employment legislation, GDPR, and ACAS guidance.



Key Responsibilities

- HR Administration & Data Management.
- Handle HR and recruitment enquiries.
- Produce HR documentation including employment contracts, letters, and formal correspondence.
- Maintain and update HR software electronic personnel records, ensuring accuracy, compliance and confidentiality.
- Ensure HR data complies with employment legislation, GDPR requirements, and relevant quality standards.
- Recruitment & onboarding
- Support end-to-end recruitment including advertising vacancies, applicant screening, interview coordination and issuing formal offers.
- Manage preemployment checks, references, right to work documentation and onboarding tasks.
- Coordinate induction planning and ensure probation processes are followed, including monitoring periods and producing related documentation.
- Employee Lifecycle Administration.
- Process starters, leavers and internal changes in accordance with HR procedures.
- Prepare and update employee information for payroll and benefits processing.
- Data Analysis & Reporting.
- Collect, input and analyse HR data including absence and annual leave records.
- Produce verbal and written reports as required.
- Support staff surveys including collection, analysis and presentation of findings.
- Assist with updating HR policies, procedures and induction materials.
- Participate in HR improvement projects and propose ideas for process enhancements.
- Maintain confidentiality, professionalism and high standards of service at all times.
- Work collaboratively, supporting colleagues and contributing to shared objectives.
- Demonstrate strong organisation, prioritisation and problem solving skills.
- Ensure safe working practices in line with Health & Safety requirements.
- Use initiative, work proactively and maintain tidy, compliant workspaces.



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Qualities you will possess

- Strong literacy and numeracy skills.
- Experience working in a team environment.
- Data entry and administrative experience.
- Strong IT skills including Microsoft Word, Excel and Outlook.
- Excellent attention to detail and accuracy.
- Professional and confident communication skills, both written and verbal.
- Ability to prioritise, multitask and follow procedures methodically.
- Analytical and problem solving abilities.
- Demonstrates initiative, motivation and a positive, proactive attitude.

What do you need to be successful?

- Understanding of GDPR and commitment to maintaining confidentiality.
- High level of understanding of HR functions and processes.

Desirable:

- CIPD Level 3 or equivalent HR qualification



Salary & Benefits

Salary

£27,000 - £31,000, pro rata. Depending on experience

Benefits

Life insurance

Staff discount in Giftshops & Cafes

Pension

Applying for the Role

For further information or to apply, please send your CV with a cover letter, outlining your suitability to apply for the role, to hr@floorscastle.com

Closing date for applications is 30th April 2026.

