

Job title:	HR Assistant
Grade:	Grade 6 (Scale point 6 to 7)
Reports to:	HR Manager

Main job purpose

- To assist the HR Manager in providing a comprehensive, professional and confidential Human Resource administrative service, and the responsibilities listed below are not exhaustive but are likely to include.
- Support with recruitment including induction of new hires, contract preparation, absence, record keeping, payroll and personnel files.
- Provide administrative support to the Health, Safety and Contracts Manager, and be one of the school's trained first aiders.

Main responsibilities and duties

Employee Lifecycle:

Recruitment and onboarding:

- Adhere to the Safer Recruitment requirements (training will be provided)
- Draft job adverts and publish these on our recruitment applicant tracking system and other advertising platforms
- Support the HR Manager with the creation of job descriptions and person specifications
- Receive and acknowledge candidate applications
- Monitor applications received, conduct HR shortlisting, prepare interview schedules and invite candidates to interview via the built in templates via the recruitment system
- Responsible for issuing and managing reference requests
- Prepare accurate offer letters and payroll forms using existing templates
- Schedule an induction programme for each new employee, ensuring they are completed and recorded.

Record Keeping:

- Responsible for maintaining the Single Central Record (SCR)
- Responsible for maintaining records of staff training and log on the school's management information system (MIS)
- File all personnel records electronically online
- Archive personnel records as required and in line with GDPR

Payroll:

- Responsible for monitoring overtime claims

- Responsible for maintaining the payroll checklist and tracker to ensure all changes (starters, leavers, contract variations) are processed in the relevant month

Absence Management:

- Ensure Absence Requests are supported by appropriate evidence
- Record all absences on the MIS and sickness/unpaid absences on the payroll system, ensuring Statement of Fitness for Work notes are logged

Employee Wellbeing:

- Actively promote staff wellbeing, supporting the HR Manager with management of Teams Wellbeing Channel and initiatives to support and improve physical, mental and emotional wellbeing of employees.

Leavers Process:

- Processing leavers in the payroll system
- Issue leaver acknowledgement letters, maintain leaver checklists and archive files in line with GDPR
- Prepare quarterly & annual summary of exit questionnaire and interview comments

First Aid:

- To hold a valid Emergency First Aid at Work certificate and undertake renewal training as required
- To respond to First Aid calls promptly providing basic first aid and contacting fully trained first aiders for more serious incidents
- Complete medical logs for any first aid actions that you take

General

- Key point of contact to staff regarding general HR queries such as; employment matters, contract issues, pay queries and more, referring to and/or escalating to the HR Manager as required
- Providing various administrative support as required
- Attend relevant training as required by the HR Manager
- Working with adherence to all company policies and procedures, with specific reference to upholding the HR policies in day to day duties

Supervision and management

- HR checks: meeting candidates and scanning and verifying copies of their ID documents and relevant qualifications/certificates
- Check original ID documents provided by the candidate, verify their right to work in the UK and submit applications for DBS checks and pre-hire medicals

Decision making

To support the school staff team, receiving queries raised by staff and signposting appropriately in accordance with policies and procedures.

Key contacts and relationships

Senior Leadership Team, Teaching staff, Support staff, Trust colleagues, the Local Authority and external agencies.

Resources

Extensive use of IT equipment in the course of general working.

Working environment

Normal school administration environments. This is an active role which requires normal mobility including, bending and lifting of staff files.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	H Angelinetta, HR Manager / Trust HR Team
Date:	January 2025

Requirements	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> 5 GCSEs including English and Maths (minimum level 4 or equivalent experience/ vocational qualification) 	Any other relevant qualifications, including CIPD and First Aid.	Application Form
Knowledge & Experience	<ul style="list-style-type: none"> Previous experience of working in an office administration environment Experience of following procedures and processes 	<ul style="list-style-type: none"> Experience of working in a HR or school environment 	Application Form Interview References
Skills	<ul style="list-style-type: none"> Excellent administrative and organisational skills Strong communication and interpersonal skills Identifying process improvements Analytical eye for detail Fluency in English for all staff and public-facing roles. 		Application Form Interview References Language Qualifications Fluency in English evidenced by: <ul style="list-style-type: none"> competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad
Personal Qualities	<ul style="list-style-type: none"> Discretion (maintaining confidentiality) Calm under pressure Quick Learner Flexible and adaptable Ability to stay focussed Tenacity 		Application Form Interview References
Relationships	<ul style="list-style-type: none"> Have positive and mutually supportive relationships with all colleagues Ability to promote the school across the wider community 		References Interview
Safeguarding	<ul style="list-style-type: none"> Good knowledge of relevant Safeguarding procedures Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. 	<ul style="list-style-type: none"> Good awareness of potential Safeguarding issues 	Application Form Interview References