JOB DESCRIPTION

**Job Title:** HR Assistant

**Department:** Human Resources

**Grade:** Scale 5

**Range:** 22- 25

**Responsible to:** HR Manager

# Job Purpose

* Provide HR administrative support and assistance to all schools within the Trust.

**Key External Contacts**

* HR Support
* Suppliers
* Visitors
* Job applicants

**Key Internal Contacts**

* Staff

**Major Tasks**, **Duties and Responsibilities**

1. ***Organisation***
* Deal with complex HR administrative matters.
* Contribute to the planning, development and organisation of the HR service/systems/procedures/policies.
* Supervise, train and develop junior staff as appropriate.

***2 Administration***

* Manage the Trust’s HR system ensuring that the data is accurate and the system is kept up to date.
* Analyse and evaluate data/information and produce reports/information/data as required.
* Produce any staff related returns or reports.
* Carry out all recruitment administration including drafting and placing advertisements, liaising with applicants and the manager, arranging interview schedules, arranging venues and sending letters as appropriate.
* Produce staff contracts of employment and contractual variation letters.
* Administration of all pre-employment checks; references, right to work, DBS, OH etc.
* Act as a link between HR and Payroll forwarding information prompting and accurately.
* Work with the Senior Finance Officer to deal with any payroll issues and ensuring the accuracy of monthly payroll validation reports.
* Support recruiting managers with the preparation of Job Descriptions, and ensure that all Job Descriptions are updated annually following performance appraisal meetings.
* Respond to queries about HR policies and provide basic advice and support to all Trust employees.
* Assist Principals with the induction process ensuring they are aware of their responsibilities.
* Monitor sickness absence records, highlighting any causes for concern to your line manager or relevant Principal.
* Provide routine admin support e.g. photocopying, filing, emailing, form completion.

Undertake routine HR / administration tasks.

* Update and maintain SCR for relevant school ensuring all information.
* To support senior leaders by taking minutes at HR meetings.
* Undertake any other reasonable duties related to HR as determined by your line manager or senior management.

***3 Resources***

* Operate ICT packages including HR system.

# Undertake routine HR/financial administration.

***4 Responsibilities***

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the Trust.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Ensure that safe working practices are adhered to and that all Health and Safety processes are followed.

**Other requirements:**

* To have an up-to-date Enhanced DBS Disclosure.

The duties and responsibilities outlined in this job description are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

**Person Specification**

**1. Experience**

* Experience of working in an HR role or carrying out HR duties as part of an administrative position

**2. Personal Qualities**

* A committed team player and willing to support colleagues at all times
* An understanding of the need for confidentiality and an ability to remain confidential at all times
* Proactive and enthusiastic with a positive can do attitude
* Adaptable and flexible to meet the needs of the team and the Trust
* Customer focused
* Ability to remain calm when coping with conflicting priorities or difficult situations
* Flexible due to requirement to work across different sites

**3. Knowledge, Skills and Abilities**

* Ability to input high volumes of data ensuring accuracy and consistency at all times
* Excellent numeracy and literacy skills
* Excellent verbal and written communication skills and evidence of the ability to communicate with a variety of clients including senior leaders, external agencies, staff and prospective employees.
* Evidence of the ability to organize, prioritize and plan work to meet deadlines.
* A commitment to the safety and welfare of our students and an understanding of safeguarding and its context within this role.
* Understanding of and a commitment to equal opportunities.