



JOB DESCRIPTION

Job Title:	Human Resources / Data Assistant
Contract Type:	Permanent - Term Time plus 10 days (inclusive of 5 inset days)
Reporting To:	Human Resources/ Performance Data Manager
Salary:	Scale 5 – spinal point 22-25
Hours:	36 hours per week, although flexibility in working arrangements will be required
Holidays:	26 days' annual leave plus statutory bank holidays
Pension:	Local Government pension scheme

Purpose of Post

The Human Resources/ Data Assistant under the direction of the HR Manager will provide a high level of administrative support to ensure the effective delivery of HR and Data services within the school; with particular focus on recruitment, employee records and operational HR administration including supporting the Performance Data Manager.

Main Duties and Responsibilities

- Administer procedures and practices in accordance with statutory legal requirements, particularly safer recruitment
- Support external contracts with external vendors to provide employee services.
- Assist with the full recruitment process to ensure:
 - Adverts are placed on the relevant internal and external advertising locations
 - Collate job applications for short-listing, arrange interview schedules, request references,
 - Assist with applicants arriving for interview
 - Support the clearance of new staff in line with the recruitment policy
 - Support the DBS electronic application process as required and ensure all Safeguarding requirements are met.
 - Support the HR Manager with the completion of the SCR
- Support the Data Manager to analyse and evaluate simple data
- Produce data reports using the school's Management Information System.

General HR Processes

- Maintain confidential staff files and records
- To maintain confidentiality and discretion at all times.
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other organisations and individuals as required.
- Participate in training and development activities and programmes,
- Comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of:
 - Child protection
 - Health, safety and security
 - Confidentiality, and
 - General Data Protection Regulations
- Perform any other duties as requested by the School Finance & Business Manager/HR Manager and Performance Data Manager as commensurate with the post.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

All staff have a responsibility for promoting and safeguarding the welfare of children/students they come into contact with.

In addition to the specific responsibilities of the post, as a member of the Support Services team, the post holder will be expected to assist with other tasks as and when required by the Head or a member of the SLT.

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Sara Dareve**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young person's she/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management Head's discretion.

Roles and responsibilities within the Schools Support Services team may be rotated at appropriate intervals to ensure a range of administrative experience and appropriate CPD.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.