



City of London Academy (Southwark)

Job Description

HR Assistant

Grade	JE4
Salary	£23,955 - £26,942
Responsible To	HR Advisor
Responsible For	No line management responsibility
Job Purpose	<ul style="list-style-type: none">• Support the HR Advisor in providing an efficient and effective HR administrative support, including recruitment & selection, pre-employment checks, issuing contracts of employment, managing sickness absence and ensure that job descriptions and person specifications are kept up to date.• Assist the HR Team in the provision of accurate and timely data in support of the Academy's HR management to ensure that the team provide an efficient and effective service to all customers
Key Accountabilities	<p>Recruitment and Retention</p> <ul style="list-style-type: none">• Co-ordinate all recruitment paperwork is completed in accordance with the current legislation, guidance and safer recruitment as directed by HR Advisor• Responsible for the completion of recruitment and selection processes, including preparation of job advertisements, drafting job descriptions and person specifications and the organisation of the interview and selection processes.• Ensure that the Single Central Record (SCR) is up to date and maintained and that all pre- employment checks i.e. (references, medical, copies of qualifications and DBS check) have been completed before an employee commences employment• Prepare offer and letters, contracts of employment and ensure that a signed copy is kept on file. <p>Advice and Guidance</p> <ul style="list-style-type: none">• Provide advice to service users on general HR queries relating to terms and conditions of employment e.g. annual leave; notice periods; pay rates• Respond to routine queries and requests from line managers/employees on employment and recruitment matters• Work effectively as a member of the HR team, supporting colleagues with their work and handling day to day queries arising from service users <p>Information Management</p> <ul style="list-style-type: none">• Maintain and update of the DBS central record system, ensuring that effective records are kept on criminal records

	<p>checks, personnel files and other HR documentation</p> <ul style="list-style-type: none"> • Responsible for the recording and tracking of sickness absence and associated administrative processes, including return to work and certification processes are compliant • Provide regular information to assist in the management of HR processes i.e. pay progression due, expiry of fixed term contracts, sickness absence and certificates and fit notes or overdue for staff • Develop, maintain and update the academy's Job description and person specification data base for both teaching and non-teaching staff • Maintain and implement HR procedures for the systematic production, retention, retrieval, transfer and disposal of records and/or information. <p>Payroll</p> <ul style="list-style-type: none"> • Assist with the administration of payroll arrangements in order to ensure that all staff receive, up to date payments in compliance with the academy's pay polices. • Develop and maintain effective liaison with Payroll to ensure they have up to date information within specified deadlines. <p>General Administration</p> <ul style="list-style-type: none"> • Undertake, administer and complete all routine documentation relating to the employment matters of members of staff. • Organise and minute take at meetings for the HR Manager, including JCCs; meetings with trade unions; disciplinary and grievance hearings. • Provide administrative support to the HR team, including word processing, distribution of information, arrange appointments, meetings and booking venues for the HR Manager • Process all incoming and outgoing post/parcels • Attend and take minutes and other meetings as required
Statutory	<ul style="list-style-type: none"> • To work within a framework of best practise governed by the relevant occupational standards to support excellence in teaching and learning • To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the school • To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives. • To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity
Specific Skills and Experience	<ul style="list-style-type: none"> • Experience of undertaking recruitment and selection processes and activities • Experience of undertaking administrative duties and

	<p>providing advice and guidance on general HR issues.</p> <ul style="list-style-type: none"> • Knowledge of current HR law and practice in areas of safer recruitment and performance management • Experience of developing and maintaining clear record keeping systems, including basic databases • Experience of prioritising work to meet tight deadlines, multi-tasking and re-prioritising work • Experience of working with confidential information and maintaining its security • Excellent organisational skills with the ability to create and implement and improve administrative systems • Excellent interpersonal skills with the ability to establish effective working relationships at all levels, internally and externally • Excellent attention to detail • Good literacy, numeracy and IT skills including MS Word and Excel • Good written and oral communication skills • Ability to work independently as well as part of a team • Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
<p><i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers</i></p>	