



# Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

## **HR Assistant: Recruitment Pack**



**Closing date: 31 July 2017**

Thank you for expressing an interest in becoming an HR Assistant.

**Please note we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible.**



## **A Compelling Vision for Success**

### **Beacon Campus**

#### **HR Assistant**

##### **Tier 1**

**Salary range from £18,342 to £24,267**

**Required ASAP**

Beacon Multi-Academy Trust is located in the London Borough of Redbridge. Established since 2014, we are committed to high expectations inclusive practice and successful outcomes for all.

We are seeking to appoint a proactive and committed HR Assistant. The successful candidate will be able to work in a fast paced environment with ownership of their workload. The post holder will be keen to pursue a career in HR and will have exposure to a HR team.

The successful applicant will be:

- An effective administrator with at least 1-2 years' experience
- An excellent communicator with excellent interpersonal skills
- Innovative and seek opportunities for improving administrative systems
- Willing to adapt to change
- Able to work in a busy HR environment with changing priorities

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

Further information and an application form can be found at [www.bealhighschool.co.uk](http://www.bealhighschool.co.uk)

Please forward your electronic applications to [beasuccess@beaconacademytrust.co.uk](mailto:beasuccess@beaconacademytrust.co.uk)

**Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.**

## Role Profile

### Level of role - Tier 1

These posts will carry out a range of basic tasks that are well established and follow laid down processes, but will have opportunity to recommend changes or improvements to processes. They will have no supervisory responsibility other than helping/inducting less experienced staff in the work of the organisation. These posts will include customer facing roles.

The post holders are accountable for producing work that is free of error and within timescales.

### Purpose of role

To provide an effective and efficient HR service for the efficient conduct of the Beacon Multi-Academy Trust

### General duties and responsibilities

#### Key Responsibilities/Accountabilities:

- To be the first point of contact for all HR related queries
- Contributing to the successful achievement of team plans by undertaking administration processing work efficiently and reporting on the progress until completion
- To administer activities associated with the entire employee cycle such as recruitment, induction, new joiners, performance management, training and development and contractual changes (employment contracts, letters, probationary reviews, fixed term contracts) and leavers
- Maintain and update electronic and filing systems
- Proactively use the HR Information systems, to ensure that employee data/records are 100% accurate
- Process pre-employment screening for candidates/new starters including, essential safeguarding and right to work checks
- To ensure that all employee data and personnel files are secure, accurate, up-to-date and fully compliant with all relevant legislation
- To keep accurate staffing records and support in the preparation of HR statistics
- Understand and advise on the application of HR policies, processes and systems
- Provide support to staff to enable them to deal effectively with a range of scenarios in line with HR policies, encouraging best practice at all times
- Leading on and/or contributing to HR projects in line with departmental objectives and the RFU's People Strategy
- Liaise with external partners and outside agencies
- Expert maintenance of HRIS ensuring data integrity
- Continual improvement in the HR service provision
- To understand the nature of this role and to ensure confidentiality
- To maintain the HR diary, arrange meetings and support with minute taking

*The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.*

### Technical and Behavioural Criteria:

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Qualifications</b>		
1. Level 2 Qualification at grade C or above in English, Maths and Science	E	A/I/R
2. Level 3 Qualification at grade C/Merit or above	E	A/I/R
3. Foundation level HR qualification e.g. CPP, CIPD Level 3 or equivalent	D	A/I/R
<b>Experience</b>		
4. Proven recent relevant experience of working within a busy HR Environment	E	A/I
5. Experience of using and maintaining HR systems	E	A/I
6. Customer service experience	E	A/I
7. A good understanding of the HR Administration function	E	A/I/R
<b>Skills &amp; Attributes</b>		
8. Excellent IT skills, and proficient in the use of IT packages and HR/Education Databases	E	A/I
9. The ability to undertake/support a wide range of HR and people related tasks	E	A/I/R
10. The ability to absorb information readily and speedily and work under pressure	E	A/I/R
11. The ability to communicate effectively at all levels and adapt accordingly to the target audience	E	A/I/R
12. Excellent team working skills, and able to support colleagues	E	A/I/R
13. Good numeracy and literacy skills	E	A/I
14. Excellent administration skills and attention to detail	E	A/I
15. Excellent organisation skills and ability to prioritise and adhere to deadlines	E	A/I
16. A good understanding of the need for confidentiality and secure HR systems.	E	I
17. Commitment to and understanding of equal opportunities and safeguarding	E	A/I/R
18. Flexibility as the role may require working between Academies within the Trust	E	I
<b>The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.</b>		



## Summary Terms

### **Summary T & Cs<sup>i</sup>**

<b>Location:</b>	Beacon Campus, Woodford Bridge Road, Ilford, Essex IG4 5LP
<b>Salary:</b>	<b>£18,342 to £24,267</b> pa (depending on experience)
<b>Scale:</b>	Tier 1
<b>Working hours:</b>	36 hours per week, 52 weeks per year
<b>Probation period:</b>	Six months
<b>Safeguarding:</b>	All posts are subject to background checks including enhanced DBS.

### **Benefits<sup>ii</sup>**

<b>Annual leave:</b>	22 days plus public holidays
<b>Accessibility:</b>	Free onsite parking, onsite canteen
<b>Salary sacrifice:</b>	Cycle to work, childcare vouchers

### **Contact us**

To “BE A success” at BEACON, please complete an application form located on our website.

**t:** 020 7418 2640

**e:** [beasuccess@bealhighschool.co.uk](mailto:beasuccess@bealhighschool.co.uk)

**w:** [www.bealhighschool.co.uk](http://www.bealhighschool.co.uk)

### **Equalities**

BMAT is an equal opportunities employer. Applicants with disabilities are invited to contact HR to discuss their requirements.

If you do not receive a response you have not been selected. Due to the volume of applications we receive we are unable to offer individual feedback to candidates who have not reached the interview stage.

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<sup>i</sup> A full statement of the main terms and conditions of employment will be provided with any formal offer of employment. The above information may be helpful to applicants as a guide but should not be treated as a substitute for a full contract.

<sup>ii</sup> Further details are available on request.