



# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>HR Assistant</b>
<b>Reporting to</b>	<b>Headteacher</b>
<b>Main purpose of job</b>	<p>To support the Headteacher and Group HR Manager in the provision of a high quality, efficient HR service for the school, ensuring that confidentiality and data protection requirements are met at all times.</p> <p>This is a customer focused role to provide effective support across the HR function with particular focus on recruitment, employee data, payroll input and HR administration.</p>
<b>Key responsibilities:</b>	
<ul style="list-style-type: none"><li>• Provide day to day support and advice to SLT and employees on HR policy and procedures</li><li>• To effectively manage the recruitment process via the Trust automated tracking system. Including placing and monitoring adverts, communicating with candidates, coordinating interviews, compiling and distributing interview packs</li><li>• To support interview arrangements on the day, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments</li><li>• To carry out the on-boarding process via the automated tracking system. Including pre-employment clearances, obtaining references and producing conditional offer letters and contracts</li><li>• To ensure all new employees are receive the appropriate induction, any relevant documentation and ID badge</li><li>• To support the management of probationary reviews within required timescales ensuring all relevant paperwork is completed and retained on HR files.</li><li>• To advise on the necessary safeguarding checks that are required for all visitors/volunteers/trainee's</li><li>• To manage the information required for employee changes to terms and conditions of employment including contract amendments and variations, new starters and leavers, maternity/paternity/adoption and shared parental leave requests and flexible working requests, and provide the required information to the outsourced payroll providers in line with the monthly deadlines.</li><li>• To provide administrative support to the school with various casework, e.g. disciplinary, capability, grievance, attendance matters.</li><li>• Responsible for maintaining accurate records of staff absence on the management information system and advising managers of attendance management triggers</li><li>• To manage the leaver process including resignations, providing the necessary final pay information to outsourced payroll providers and where required undertaking exit interviews</li><li>• To ensure the accurate input of employee payroll information on a monthly basis, ensuring that deadlines are met. To work closely with the external payroll provider and school finance team to ensure all monthly payroll changes are processed.</li><li>• Support the Group HR Manager and Group HR Advisor on the full range of HR matters from casework, communication of new HR initiatives, recording of employee data, employee wellbeing etc.</li><li>• To maintain and manage HR records via the management information system, employee electronic files and paper where required, with satisfactory security and confidentiality to ensure compliance with GDPR</li></ul>	

- To be responsible for maintaining the Single Central Record for the schools, ensuring that they are kept up to date at all times
- To oversee and monitor sickness absence, providing all necessary absence reports to the outsourced payroll providers, in line with the monthly deadlines.
- To support the SLT with absence management and processing Occupational Health referrals as required
- To accurately input and maintain the employee section of the school management information system and create/download reports as and when required.
- To complete the annual School Workforce Census
- To update personal knowledge and skills on a continuing basis and take part in relevant development activities
- You may be required to work at all the school sites within the current and future Trust and to travel to other venues as and when required

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder