

**KING EDWARD VI SCHOOL SOUTHAMPTON  
STROUD SCHOOL, KING EDWARD VI PREPARATORY SCHOOL**

**JOB DESCRIPTION**

1. **POST TITLE:** HR Assistant  
Full time 52 week contract 40 hours per week  
Monday to Friday 8.30am to 5.00pm
2. **POST HOLDER:** To be appointed
3. **RELATIONSHIPS:**
  - (a) **Line Manager:** The post reports to the Head of HR.
  - (b) **Direct Reports:** None.
  - (c) **Team Leader:** The post holder is a member of the HR Department and will work with the Head of Department to:
    - provide mutual support and learning on shared and individual matters,
    - promote effective communication with senior management and other colleagues, and
    - provide effective support to the King Edwards and Stroud School (Schools) in a manner consistent with their aims and ethos.

4. **JOB DESCRIPTION REVIEWS**

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the post holder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the post holder.

Date job description last reviewed: November 2018

5. **PURPOSE AND OBJECTIVES OF THE ROLE**

To provide administrative support for the Head of HR.

To deputise for the Head of HR in his/her absence as agreed and directed by the Head of HR or Bursar.

6. **SCOPE OF THE ROLE:**

- (a) To provide full administrative support for the HR Department.
- (b) To assist the Head of HR in effectively managing operational HR issues and processes and to assist in reaching successful HR solutions for all staff in both KES and Stroud School.

## 7. DUTIES:

- (a) To assist the Head of HR by working with the HR Administrator to provide full recruitment support for the teacher and non-teaching (NTS) recruitment processes and to help manage the Disclosure and Barring Service (DBS) procedure for all new staff appointments.
- (b) To be responsible for helping to write and place job adverts, write person specifications, job descriptions and assessment material, develop questions, management of applications, organisation of shortlisting, requesting references, equal opportunities monitoring and any other support as required by the appropriate recruiting manager. The job holder will monitor the progress of recruitment campaigns to ensure that campaign and DBS paperwork is in accordance with government and ISI regulations which will satisfy School inspectors.
- (c) To assist the Head of HR with compliance requirements such as pre-employment checks and timely recording of pre-employment checks on the Single Central Register.
- (d) To assist in maintaining staff information on the HR database, processing starters, leavers and changes to terms and conditions ensuring the information is accurate and up to date. Run management reports as required.
- (e) To be assiduous in recording and managing HR information and data in line with GDPR and Data Protection legislation including: staff personnel files, contracts, job descriptions, terms and conditions, disciplinary and grievance details, sickness absence details, the SCR and, when necessary, summarising this information and data for the Head of HR and other Senior Managers.
- (f) To assist the Head of HR to provide training on HR matters to enhance the Schools' best practice and provide full support to the NTS and Teaching INSET, Twilight and CPD programmes.
- (g) To organise new staff induction for Teaching Staff and NTS and monitor and track completion, chasing as appropriate.
- (h) To monitor and track the probationary review process for NTS, providing advice and support on the process as required and chasing as appropriate.
- (i) To monitor and track the annual PDR process for Teaching Staff and NTS, providing advice and support on the process as required and chasing as appropriate.
- (j) To assist the Head of HR in developing HR policies and procedures to meet changing school and legislative needs.

- (k) To carry out Exit Interviews with leaving staff reporting trends to the Head of HR and Senior Management Team.

## 8. **GENERAL**

### **The post holder shall:**

- (a) be responsible for promoting and safeguarding the welfare of children, to comply with the School's Child Protection Policy and to report to the Child Protection Officer or Head any concerns relating to the safety or welfare of children.
- (b) must maintain a clean and safe work area, having regard to Health and Safety regulations and requirements generally and particularly in relation to their role.
- (c) work with and assist other departments as required, time allowing and avoiding conflict with the post holder's principal responsibilities, and carry out any other reasonable tasks as identified by the Head of HR or the Bursar.
- (d) build and maintain constructive working relationships within KES and Stroud for the better performance of the roles.
- (e) encourage and support colleagues to develop to the best of their ability
- (f) share experience and knowledge with others to raise overall competence within both Schools.

### **NOTE:**

This post carries a high level of sensitivity. The post holder must at all times remain impartial and maintain strict confidentiality.

Signed: ..... Date: .....