

## **JOB DESCRIPTION**

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**POST TITLE:** HR Assistant

**CONDITIONS OF SERVICE:** NJC

### **PURPOSE OF THE POST:**

- The provision of a confidential, efficient and effective service to support the school Human Resources and Administration functions.
- To ensure the smooth running of the day to day administrative functions of the human resources and school administration teams.
- To support all aspects of HR function in the implementation of school policies and procedures

### **ORGANISATIONAL RELATIONSHIPS**

**Reports to:** HR Lead

**Responsible to:** Headteacher  
The Governing Body

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Administer the arrangements for all staff appointments including recruitment advertisements, compiling application packs, organising interviews, arranging pre-employment checks, including DBS checks, ensuring adherence to Safer Recruitment Guidelines, issuing letters of appointment etc.
2. Ensure appropriate statutory returns are prepared for submission by the required deadlines to the relevant agencies (e.g. School Workforce Census)
3. To attend HR related meetings and complete minutes, reports and outcome letters, as required.
4. To undertake Return to Work interviews and Informal Sickness Reviews, including completing Occupational Health referrals, attendance and punctuality meetings as required
5. To carry out any HR tasks relating to Teaching and Support Staff as directed by the Line Manager; this to include, referrals to occupational health, organising interviews, liaising with staff representatives as required;
6. To assist with all matters relating to day to day staff welfare and personnel functions.
7. To assist with all matters relating to day to day administrative functions including covering the reception desk when required.
8. To assist with maintaining job descriptions and person specifications for all appointments.
9. Maintaining and regular updating of staff contact details and vehicle information.
10. To update staff lists, extension numbers and staffing structure charts as necessary.

11. To monitor absence data with timely triggers to assist managers in implementing the school's Supporting Attendance policy and procedures.
12. Analyse all staff absences as and when required and provide accurate statistical information when required
13. Responsibility for ensuring all personal files are maintained up to date and accurately including archiving of leavers files in line with school's electronic filing procedures
14. Ensure all procedures are clearly documented and regularly updated
15. Ensure various personnel databases are accurately maintained, e.g. Bromcom, Single Central Record
16. Responsible for coordinating all volunteers in school ensuring compliance with the school's policy and procedures
17. Ensuring that managers are informed in a timely way at appropriate intervals to carry out probationary reviews for new staff, offer support and guidance as needed
18. Responsible for monitoring the returns of various forms/documents e.g. staff particulars, induction checklist, all starter information, probationary review returns etc.
19. Ensure all safeguarding procedures are met at all times in the recruitment of permanent, temporary or agency staff.
20. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
21. To carry out recruitment activities ensuring compliance with the principles of Safer Recruitment in School.
22. This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## GENERAL OVERVIEW

1. To take part in the school performance review process
2. The post holder will be expected to undertake such tasks, which are commensurate with the position at the direction of the line manager and headteacher
3. To support the Governing Body in its whole-hearted adoption of the School's policies and aims
4. The list above is not exhaustive and the HR Assistant will be expected to carry out other tasks as required to ensure the efficient running of the HR function.

Post holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## PERSON SPECIFICATION

**POST TITLE:** HR Assistant

Attributes	Description	Desirable
<b>Qualifications, Knowledge &amp; Training</b>	<ol style="list-style-type: none"> <li>1. GCSE C or above, in English and Maths, or equivalent</li> <li>2. Knowledge of Microsoft software packages</li> <li>3. Knowledge of general Health and Safety legislation</li> <li>4. Secure Knowledge of Human resources legislation and functions</li> <li>5. Knowledge of the key principles of staff management</li> <li>6. Trained in the use of a variety of ICT packages.</li> </ol>	Level 3 CIPD qualified or equivalent
<b>Experience</b>	<ol style="list-style-type: none"> <li>7. At least 3 years' experience working an office environment</li> <li>8.</li> <li>9. Experience of working as part of a team</li> <li>10. Experience of working to targets and meeting strict deadlines</li> <li>11. Experience of managing meetings including preparation and circulation of papers, minutes and ensuring information is circulated as required</li> <li>12. Experience of managing diaries at a high level, including communication with a range of audiences.</li> <li>13. Experience of note taking at meetings</li> </ol>	<p>Experience of working in a school environment</p> <p>Experience of managing HR issues</p>
<b>Personal Skills &amp; Qualities</b>	<ol style="list-style-type: none"> <li>14. Ability to work accurately under pressure and meet deadlines.</li> <li>15. Good verbal and written communication skills</li> <li>16. Excellent general administrative and Microsoft Office skills</li> <li>17. A good communicator that is able to work in partnership to support the business</li> <li>18. An independent worker that is able to work with minimum supervision</li> <li>19. Excellent organisational and prioritisation skills, with strong attention to detail.</li> <li>20. A polite and appropriate telephone manner.</li> <li>21. Ability to be flexible and adapt to change in demands.</li> <li>22. Good level of numeracy</li> <li>23. Ability to deliver at a consistently high standard</li> <li>24. Ability to work as part of a team</li> <li>25. Ability to interpret HR procedures and policies.</li> <li>26. Ability to communicate well both orally and in writing</li> <li>27. Ability to manage own workload and use initiative</li> <li>28. Ability to develop quality control systems and accountable systems.</li> <li>29. Ability to build and sustain good relationships and professional standards with a wide range of people, including, staff, students, parents, governors, federation staff and external agencies</li> </ol>	



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	<p>30. Appreciation of issues of sensitivity and the need for strict confidentiality and adhering to Data Protection.</p> <p>31. Excellent listening and communication skills, in both speech and writing, and sensitivity in complex situations.</p> <p>32. Willingness to undertake first aid training and be a nominated first aider for the school.</p> <p>33. Empathy with the aims and objectives of the school</p> <p>34. Commitment to promoting equality and diversity through all aspects of work and personal conduct.</p> <p>35. Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels.</p> <p>36. Emotional maturity and resilience in dealing with challenging situations.</p> <p>37. To take responsibility for their own learning and development and have the desire for further professional development.</p>
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