

Dear Applicant

Thank you for your interest in the position of Human Resources Assistant at Dean Trust Ardwick, 345 Stockport Road, Ardwick, Manchester, M13 0LF.

Salary – Band 5 Point 19 - 22, £27,852 - £29,439 per annum, pay award pending.

- 36.25 hours per week, 8am - 4pm, Monday - Friday
- Full time working weeks, including periods of school closure
- 26/31 days annual leave entitlement based on local government continuous service
- Local Government Pension Scheme – Greater Manchester Pension Fund
- Access to Employee Assistance Programme
- On site free parking
- Cycle to work scheme

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

### **Method of Application**

The preferred method of application is electronically via our career's website [careers.thedeantrust.co.uk](http://careers.thedeantrust.co.uk). All applications must be made using The Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

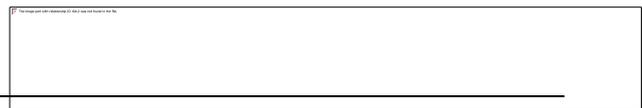
### **Closing Date**

Applications received after the closing time of **9am Monday 2<sup>nd</sup> October 2023** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 972 2988 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

### **Human Resources Department**



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The Dean Trust is a company limited by guarantee.



# 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.

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|---|--|
| <b>Job title</b>  | <b>Human Resources Assistant</b>   |
| <b>Reporting to</b>   | <b>Headteacher</b>   |
| <b>Main purpose of job</b>  | <p>To support the Headteacher and the Central HR Team 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 Senior Leaders and employees on HR policies 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 facilitate all interview sessions, 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 all pre-employment clearances, obtaining references and producing conditional offer letters and contracts</li><li>• To ensure all new employees receive the appropriate induction and any relevant documentation on commencement of employment</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 essential 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 payroll manager 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, escalating any complex matters to the Central HR Team.</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, payroll processing and undertaking exit interviews</li><li>• To ensure the accurate input of employee payroll information and absence data on a monthly basis, ensuring that deadlines are met. To work closely with the Trust payroll manager and school finance team to ensure all monthly payroll changes are processed.</li><li>• Support the Central HR Team 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 and employee personnel files, with satisfactory security and confidentiality to ensure compliance with GDPR</li></ul> |  |

- To be responsible for maintaining the Single Central Record for the school, ensuring that it is kept up to date and checks in line with legislative requirements at all times
- To support Senior Leaders 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.



## Person Specification

|                                     |   |
|-------------------------------------|---|
| <b>Education and qualifications</b> | <b>Essential</b> <ul style="list-style-type: none"><li>• 5 GCSEs or equivalent, including A*-C in English and Mathematics</li><li>• A Level qualification or equivalent</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Obtain or working towards a formal HR qualification and membership of a professional association i.e. CIPD</li></ul>   |
| <b>Experience</b>                   | <b>Essential</b> <ul style="list-style-type: none"><li>• 2 years' experience of working in a HR role</li><li>• Experience of using HR Systems, inputting data and maintaining systems</li></ul>   |
| <b>Knowledge</b>                    | <b>Essential</b> <ul style="list-style-type: none"><li>• Excellent working knowledge of Microsoft Office including Word, Excel and Outlook</li><li>• Knowledge of HR policies/employment law, administrative procedures and regulations</li><li>• Knowledge of the recruitment process</li></ul>  |
| <b>Skills and abilities</b>         | <b>Essential</b> <ul style="list-style-type: none"><li>• Excellent time management, organisational and administrative skills</li><li>• Thoroughness and excellent attention to detail and accuracy</li><li>• Ability to build effective relationships with line managers and employees at all levels</li><li>• Proven ability to communicate clearly and work collaboratively with colleagues at all levels both verbally and in writing</li><li>• Ability to work with tact, diplomacy and maintain confidentiality</li><li>• Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling own work</li><li>• Ability to work under pressure to prioritise and meet deadlines</li><li>• Ability to demonstrate resilience</li><li>• Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required</li><li>• Willingness to be flexible and to 'get involved'</li><li>• Proactive individual who shows initiative and takes pride in their role and the quality of their work</li><li>• A team player who is willing to go beyond their own responsibilities to help others at busy times</li><li>• Ability to work in a way that promotes the safety and wellbeing of young people</li></ul> |