

## THE SMITH FOUNDATION

### JOB DESCRIPTION – HR Assistant

- CONTRACT TERM:** Permanent
- ACTUAL SALARY:** NJC pt. 8 – 16 Actual £24,425.29 - £27,789.50  
(dependent on experience and qualifications)
- LOCATION:** The William Henry Smith School & Sixth Form, Brighouse
- CONTRACT TYPE:** 37 hours per week  
(term time only including Learning & Development Days plus 4 weeks holiday cover)
- RESPONSIBLE TO:** Head of HR/HR Manager

#### SAFEGUARDING

The Smith Foundation has an effective child protection policy which provides clear direction to staff and others about expected codes of behaviour in dealing with safeguarding issues. The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidates will be subject to an Enhanced Disclosure & Barring Service background check (you are applying for a position working in regulated activity). The Foundation is also committed to promoting the spiritual, moral, social and cultural development of both students and staff and reflects life in Modern Britain.

#### PURPOSE OF JOB:

To ensure the smooth running of the Smith Foundation's Human Resources department, by providing a professional and effective people experience, whilst dealing in a calm, friendly and professional manner. To provide administration support and work alongside other members of the HR team to meet the service level agreements for all areas of the Smith Foundation.

Ensuring robust safeguarding and child protection measures are taken in relation to safer recruitment processes. Maintaining the single central record; updating the personnel database; writing letters; updating contracts, job descriptions, person specifications and creating adverts in collaboration with your peer; issuing of all recruitment documentation and records; DBS and other checks; all recruitment administration; maintaining electronic staff records; emails, confidential work for all Foundation staff; liaising with the payroll department on a monthly basis; administration of the employee handbook; induction for new employees.

To safeguard and promote the welfare of the students.

Your role plays a vital part in ensuring the smooth operation of the Human Resources department ensuring all work is delivered in line with the Foundation's procedures and policies regarding safeguarding, best practice and health and safety.

To embrace and support the school's Quality of Life and Positive Behaviour Support ethos throughout your role as a member of the Foundation's community as part of this, there is an expectation that all staff play an integral part in our key working structure.

To have a positive attitude and mind-set, embracing the positive physical and mental health and wellbeing ethos. This includes role modelling self-care and reflection as part of our wider curriculum.

To promote and celebrate diversity, collaboration, and equality across the Foundation at all times.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Assist the HR Manager with the day to day running of the HR Department.
- Responsibility for the interview process to include but not limited to; arranging interviews, liaising with candidates and recruitment agencies where appropriate, ensuring interview packs are up to date and prepared in advance of interviews, meeting candidates and completing the required pre-interview checks such as ID verification.
- Issuing of contracts, job descriptions, offer letters to new staff and ensuring all details are recorded on the Foundation's system including relevant lists, essential training.
- Create HR files and electronic employment files ensuring they are maintained to an exceptional standard in line with Data Protection legislation to streamline and organise employment records to ensure ease of audits.
- Preparing application and interview packs, medical assessments and references.
- Placing adverts and maintain the recruitment site, liaising with external agencies.
- Ensuring safer recruitment process is adhered to and robust safeguarding and child protection measures are taken in relation to recruitment including assessing application forms and all relevant checks i.e. DBS, Right to Work, Prohibition Checks and online searches.
- Keep payroll up to date with starters and leavers to ensure timely payments.
- Conducting staff induction and ensuring induction paperwork is completed.
- Responsibility for the administration and oversight of the Foundation's Performance Development Review process, Lessons Observations and Care Supervisions.
- Keep annual leave entitlement up to date along with ensuring holiday cover is completed.
- Attend interviews as part of selection panel.
- Monitoring probationary review documentation with managers.
- Upkeep of External providers list.
- Upkeep of HR database including associated administration on receipt of completed forms, signed policies and ensuring all staff information is up to date.
- Upkeep of DBS update service tracker.
- Taking part and recording minutes of monthly HR/Payroll meetings.
- Attend disciplinary/investigation meeting to take notes.
- Embedding newly established HR processes and policies.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Liaise with Payroll to manage all staff absence reporting and monitor triggers in line with the absence management policy and produce relevant correspondence in the absence of your peer.
- Track and monitor absence management and arrange absence management meetings in the absence of your peer.
- To work in collaboration with your peer within HR to track and maintain the workforce HR log (records of discussion, management discussions/letters) and report any recurrences to identify regular patterns/trends to the Head of HR and HR Manager and make use of the effective communication protocol for Senior Leadership Team (SLT)/Executive Leadership Team (ELT) awareness and to share a high-level report with the PA to SLT at the end of each calendar month.
- Track and maintain the external concerns log for all staff.
- To complete Central Services monthly actions and ensure responses are consolidated.
- Provide a comprehensive, confidential Human Resources support to all employees.
- Support senior members of staff with any HR related queries or issues.
- Ensure that the wider managerial teams are adhering to company policies and procedures effectively, treating employees fairly in line with the best practice and legislative requirements whilst continuing to meet the needs of the Foundation's community.
- Ensure upkeep of Single Central Record for Ofsted and Monitoring inspections.

**KNOWLEDGE/SKILLS**

- Effective use of ICT and other specialist equipment/resources.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.

**OTHER SPECIFIC DUTIES**

- To participate in the Foundation's programme of performance management.
- Understand their professional responsibilities in relation to the Foundation's policies and practices.
- To participate in whole Foundation training days.
- To ensure your Essential Training/Reading is kept up to date as well as any CPD relevant to the role.
- To work across all Foundation sites as and when required by line management.
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the Foundation.

**Signed** .....

**Signed** .....

**Date** .....

**Date** .....

**HR Assistant**

**Head of HR**