

# HR Assistant

Job description and person specification

## Job description

**Post title:** HR Assistant  
**Salary:** Grade 4  
**Position:** 37 hours, all year round  
**Reports to:** HR Manager - Operations

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

### Purpose of the post

To provide a professional, high quality, timely, confidential, customer focused HR service to key stakeholders, job applicants and colleagues throughout the multi-academy trust.

To support all settings by managing the HR administration for the employee life cycle in line with statutory processes. Ensuring that above all employee's records are kept confidentially, accurately and agreed policies and procedures are implemented consistently.

### Main duties and responsibilities

- To work with leaders and managers to design effective job advertisements and job descriptions.
- Liaising with leaders and managers to support and manage the process of the recruitment and on-boarding of all new staff members.
- Preparation and processing all documentation relating to new appointments, changes to employment and leavers.
- Ensure all staff members, volunteers and others who have contact with students have undergone all the necessary checks in line with safer recruitment and to maintain an accurate up-to-date Single Central Register.
- Accurately maintain confidential staff files and data records on HR databases.
- Maintain accurate absence record of all employees, ensuring absence policies are followed.
- Maintain accurate records of maternity/paternity/parental leave ensuring policies are followed.
- To take ownership of any query and/or issues raised seeing it through to resolution and keeping the team informed where appropriate.
- To accurately calculate pay, annual leave and other contractual entitlements
- Provide effective and pro-active support to the HR Advisors
- To support with the administration of all formal processes
- To work across the HR team, in response to peaks and troughs of activity
- To support during audits and inspections where necessary
- Provide information for reports as and when required

## Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

## Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
<b>Qualifications</b>			
CIPP/CIPD Certificate or equivalent experience		✓	Application form
GCSE English and Maths at Grade C or above (or equivalent)	✓		
<b>Knowledge and understanding</b>			
Experience of working with HR and / or Payroll Information Systems		✓	Application form Interview Portfolio of work References
The desire to continue or start a career within HR	✓		
Experience of working in an office environment	✓		
Experience of recruitment, including processes for interviewing, selecting and recruiting applicants for employment		✓	
Knowledge of general IT systems and applications including spreadsheets, word processing and databases	✓		
Experience of safeguarding procedures when working with children and young people		✓	
An awareness of employment legislation		✓	
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		
<b>Skills and attributes</b>			
Good interpersonal and communication skills	✓		Application Interview Portfolio of work References
Ability to clearly and accurately communicate processes and procedures verbally and in writing	✓		
Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines	✓		
Be able to work constructively as part of a team and as an individual	✓		
Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines	✓		
Flexibility and patience	✓		
Shows commitment to a supportive, coaching culture	✓		
High levels of integrity, trustworthy and to ensure confidentiality	✓		
Committed to ongoing personal and professional development	✓		
<b>Core</b>			
Able to work flexibly including some travel across the geographic coverage of the Trust	✓		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		