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| **Post Title:** | HR Assistant |
| **Scale:** | 4 |
| **Reports to:** | HR Officer and Business Manager |
| **Liaison with:** | Headteacher, Other staff, Visitors, External Agencies |
| **Purpose:** | To support the HR Officer by undertaking HR administrative duties for all processes from recruitment of staff through to leavers and to assist in ensuring the smooth operation of the HR function providing a professional, efficient, confidential and proactive support service for the School |
| **School Ethos:*** To proactively support the school core values of compassion, respect, generosity and support
* To ensure equality, diversity and inclusion informs personal behaviour, in line with school policy
* To take a proactive approach to support the well-being of others, as well as looking after personal well-being
* To support the collegiate approach to the workplace, supporting others across the school

**Recruitment and Selection:** * Responsible for administration of the School recruitment process, including Right to Work checks and organising interviews
* Responsible for carrying out all pre and post-employment checks as per the school’s policies and procedures
* Prepare offer letters of employment and contracts of employment
* To ensure probationary procedures are adhered to and probation paperwork is returned by Line Managers

**Staff movements:** * Ensuring the HR database is kept up to date with contract changes, new starters, leavers etc.
* To record all staff movement information, liaising with Payroll and Finance department in an efficient and timely manner
* Process maternity, paternity, adoption and other leave requests
* To ensure that all leavers are recorded accurately and appropriate correspondence is given
* Prepare all data for submission of the school workforce census and submitting it within the timeframe required
* Monitor holiday entitlements, in line with School policy

**Absence:** * To manage an effective system for recording staff absence, ensuring medical certificates are received and relevant forms are complete. Highlight trends of absence and monitor half pay dates for staff on long term sickness, advising individual and the Finance team

**Other:*** Personnel administration of Teachers’ Pensions Scheme and Local Government Pension Scheme
* Maintaining the training record and highlighting training needs to line managers
* Taking minutes at meetings as directed
* Preparing case files
* Implementing the Performance Management Process for both Teachers and Support staff
* Working with the Finance and Admin team on adhoc administrative tasks as requested.
* To undertake other administrative duties, as required

**General:*** To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager
* To comply with individual responsibilities, in accordance with the role, health and safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* To support occasional out of hours school events, such as Open Evenings, Presentation Evenings and musical productions
* To support the 11+ assessment days
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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