



Job Description

Job Title:	HR Assistant
Hours per week/weeks per year:	25 hours per week/39 weeks per year
Surrey Pay Grade:	S4 £13,304 - £14,321 per annum
Responsible for:	No other members of staff
Line Manager:	HR Manager

Key Accountabilities:

- To provide support for a safe and efficient recruitment process
- To support monthly payroll processes
- HR Administration

Key Tasks:

- Maintain school recruitment web pages and associated documents
- Seek references for all shortlisted candidates
- Respond to queries from potential candidates
- Assist in the organisation of interview schedules, liaising with various stakeholders for key tasks
- Carry out online searches for all shortlisted candidates
- Assist in the organisation of student panel groups
- Assist in the preparation of appointment paperwork for new starters
- Prepare new starter welcome packs
- Understand and keep up to date with all safer recruitment guidance

Payroll

- Provide support for the monthly payroll input and review

HR Administration

- Undertake clerical and administrative tasks assigned by the HR Manager
- Deputise for agreed routine aspects of the HR Manager's role
- Respond to ad-hoc queries from staff and external parties
- Assist in the maintenance of the single central register
- Ensure staff files are up to date and safeguarding guidance has been followed
- Maintain staff absence records
- Maintain staff training records

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Any successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.