

# HR Assistant

## Job Description

### Person Specification

<b>Job Title:</b>	HR Assistant	<b>Job Category:</b>	Administration Human Resources
<b>Department:</b>	Human Resources	<b>HR Contact:</b>	<a href="mailto:hr-clp@compasslp.co.uk">hr-clp@compasslp.co.uk</a>
<b>Salary Range:</b>	GLPC 23-28 £33,351 - £37,038 (FTE 1.0), starting salary dependent on experience	<b>Position Type:</b>	Permanent, full-time contract, 36 hours/week, responsible to the HR Manager Hybrid/flexible working opportunities available
<b>Location:</b>	The Village School Woodfield School	<b>Travel Required:</b>	Travel required between schools
<b>Date Posted:</b>	Wednesday 28 June 2023	<b>Closing Date:</b>	Monday 10 July 2023 at 12 noon
<b>Shortlisting:</b>	Week beginning Monday 10 July 2023	<b>Interviews:</b>	Week beginning Monday 17 July 2023
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> <a href="mailto:hr-clp@compasslp.co.uk">hr-clp@compasslp.co.uk</a>		<b>MAIL:</b> Human Resources Manager c/o Woodfield School Glenwood Avenue Kingsbury NW9 7LY	
<b>Job Description</b>			
<p><b>Main purpose of the job:</b></p> <p>The HR team is responsible for providing strategic and operational support to Compass Learning Partnership through engagement with senior leaders, managing relationships with unions and providing a high-quality HR service to all stakeholders.</p> <p>This role is customer focused, with a particular emphasis on HR supporting the recruitment process, managing HR data and compliance.</p> <p><b>Key relationships:</b></p> <p>This role will be part of Compass Learning Partnership's HR Team, working closely with other members of the central support teams, including Finance, ICT and site, as well as school-based colleagues.</p> <p>Externally, the postholder will work with suppliers such as TES, recruitment agencies, our external payroll provider and occupational health.</p> <p>Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.</p>			

**Main accountabilities:**

**Recruitment and selection**

- Provide a professional HR administration service, supporting school leadership and the HR Manager with key recruitment tasks including coordination of shortlisting packs and organising invitations to interview etc.
- Ensure pre-interview checks (online checks, references etc.) are completed and any concerns are identified and raised with the senior management and the HR Manager, as appropriate.
- Process staff appointment documentation for successful candidates, including offer letters, contracts of employment etc.
- Ensure pre-employment checks (DBS checks, medical assessments etc.) are conducted in a timely manner to support schools in bringing staff on board in line with specific timeframes, alerting the HR Manager to any potential issues which may delay the process.
- Support the shortlisting and interview processes, when required.
- Timely creation and maintenance of staff records to support the HR Manager and ICT colleagues in setting up relevant access for School systems, for example, Access Control, Email, ICT system.
- Facilitate training and induction for new starters.
- Maintenance of staff files and documentation.

**Support for formal HR processes**

- Provide administrative support at formal meetings.
- Utilise templates to produce a range of HR letters in line with the organisation's policies, processes, and procedures.
- Support with leave of absence queries and send reminders to staff, as necessary.
- Support line managers with probationary reviews, offering guidance in line with relevant processes and associated deadlines.

**Data and reporting**

- Support the development and continuous improvement of the HR system, ensuring consistent data is held for all staff.
- Monitor and evaluate sickness taken proactively against individual sickness entitlements to identify changes, which may affect payment.
- Support with absence record keeping and generate reports for employees according to the organisation's Absence Management Policy.
- Support with the maintenance of the Single Central Record, consulting with colleagues to ensure that key data is recorded and kept up to date.
- Support the HR Manager preparing reports and data.
- Support the completion of statutory returns, running reports and preparing data for analysis and consolidation.
- Support the development of HR processes and ensure compliance, identifying improvements.
- Process changes to staff employment details on school systems as directed by the HR Manager.
- Ensure compliance with data management processes, managing the archive and data destruction process.
- Support school teams with record management, scanning documents to file to reduce paper files.
- Audit staff files across the Multi Academy Trust, checking for errors and inconsistencies.

- Enter payroll amendments prior to monthly the monthly payroll run.
- Support payroll enquiries.
- Facilitate HR administration for new starters and leavers, including all relevant payroll and pension information.
- Ensure online exit interviews are completed by all leavers, sharing feedback with relevant senior management

**Other**

- Photocopying/Scanning
- Monitor relevant HR email inboxes
- Telephone duties, ensuring that messages are recorded accurately.
- Always maintain confidentiality.
- Book rooms for meetings, as required.
- Distribute HR information via the intranet or newsletter as directed by the HR Manager.

**All employees at Compass Learning Partnership are expected to:**

- Support the vision, values and objectives of the Multi Academy Trust and demonstrate a collaborative, team working approach.
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
- Promote and act in accordance with the Code of Conduct and all school policies including the Health and Safety Policy, Equality Policy and GDPR Policy.
- Effectively represent the school when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues.
- Take responsibility for personal professional growth and development, keeping up-to date with national research, engaging proactively with nationally recognised career frameworks and professional organisations.
- Attend school events as required and make a positive contribution during such events.
- Carry out duties other than those listed in the job description under the direction of senior management, where the post holder has appropriate qualifications and has received appropriate training.

*Compass Learning Partnership will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share in this obligation. The successful candidate will be required to undertake an enhanced disclosure by the DBS and all checks in relation to KCSIE September 2022 will be carried out.*

<b>Person Specification</b>		
	Essential / Desirable	Assessment Stage
<b>Qualifications</b>		
GCSE or equivalent in English and Maths	Essential	Application
A formal HR qualification and membership of a professional body, such as CIPD. If not already held, a willingness to achieve a HR qualification would be expected.	Desirable	Application
<b>Knowledge and Experience</b>		
Demonstrate the ability to implement and maintain high quality administrative services.	Essential	Application
Knowledge and understanding of key HR processes.	Essential	Application, Interview
High levels of attention to detail and accuracy, working in a systematic, methodical and orderly way.	Essential	Interview, Selection Task
High level of competency in using software applications to be able to enter and retrieve information including the ability to confidently use Office 365 - Excel, Word and Outlook.	Essential	Application, Interview, Selection Task
Knowledge of educational statutory guidance documents, such as Keeping Children Safe in Education and safer recruitment requirements.	Desirable	Application, Interview
Experience of using HR or school ICT systems.	Desirable	Application
<b>Behaviours and Values</b>		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation.	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection.	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills.	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders. Ability to build effective relationships with stakeholders including managers, colleagues and external suppliers.	Essential	Interview
To be flexible and able to adapt and prioritise appropriately, Excellent time management and organisation skills, demonstrates the ability to meet deadlines and prioritise work when under pressure.	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture.	Essential	Application, Interview
A commitment to safeguarding children and safer recruitment.	Essential	Application, Interview
The ability to manage highly confidential material in an appropriately sensitive way.	Essential	Application, interview



<b>Reviewed by:</b>	ANR	<b>Date:</b>	Monday 26 June 2023
<b>Approved by:</b>	CER	<b>Date:</b>	Monday 26 June 2023
<b>Last updated by:</b>	ANR	<b>Date/Time:</b>	Wednesday 28 June 2023