



POST	HR ASSISTANT
RESPONSIBLE TO	HR MANAGER
SALARY SCALE	Appointment will be made on the Sixth Form Colleges' Association Salary spine for Support staff, scale Point 7 to 11 currently £20,126.00 to £22,989.00.
Hours of work :	Full Time Monday to Thursday 8:00 to 16:00 and Friday 8.00 to 15:30, 37 hours per week.
START DATE	ASAP

Main Purpose of Post:

To support the HR Manager across all HR activities to provide a full HR service to the College.

The post holder will be responsible for own workload; proactively ensuring processes and practices are adhered to.

MAIN DUTIES & RESPONSIBILITIES

Key Tasks:

- Enrolling new starters on Chris21 HR Information System and ensuring this is kept up to date through the employee lifecycle.
- Recording and reporting of staff CEDAR requests for absence.
- Management of the Moodle HR induction page – keep archive and live information up to date for new joiners.
- Maintaining up-to-date employee records including personal and employment details, holidays and absences.
- Process leaver's administration, via letter, payroll and ensuring leavers records are updated.
- Ensure all leavers are recorded on Chris 21 and relevant equipment and items are collected, and IT accounts are closed.
- Collaborate with the HR manager to write and post job advertisements and process incoming applications in a timely and efficient manner.
- Prepare paperwork for all stages of the recruitment process, including obtaining and checking references.
- Work alongside the HR manager to ensure that interview processes run smoothly and the needs of candidates and panel members are met on interview days.
- Liaise with Principal to gather relevant information regarding offers of employment.

- Induct new starters who join throughout the year, ensuring Smartlog training has been completed and liaising with IT, H&S and Safeguarding to ensure training in these areas are completed and accounts are set up.
- Follow up the return of new starter induction checklist and update on the staffing tracker when received.
- Follow up outstanding actions promptly from the new starter personal file checklist.
- Prepare DBS applications with ID ready for HR Manager to approve.
- Ensure DBS Update Service are checked periodically every 2/3 month to keep up to date and follow up anyone who no longer subscribes so they can re-apply.
- Prepare paperwork and other admin i.e. for new starter packs, HR projects, meetings and training workshops.
- Update the probation spreadsheet with new starters and new promotees and ensure line managers have the probationary review templates and notification of dates for completion in a timely manner, by setting up calendar reminders & monitoring.
- Ensure any probation issues are flagged early and raised with the HR Manager, whilst ensuring that all probation reviews are signed off with comments to support the review, returned in line with the due dates and updated on the tracker.
- Liaise with agencies as required for bookings and progress timesheets of agency workers, ensuring the relevant managers are kept in the loop.
- Administer offer letters, contracts of employment, contract variations and other associated contractual documents for the HR Manager to approve.
- Prepare paywork for authorisation through the HR Manager.
- Provide administrative support and minute taking in relation to employee relations casework when required.
- Act as the E-Pay co-ordinator for new staff and general queries.
- Keep the staffing and recruitment trackers up to date, including Equal Opps recruitment information.
- Be in the point of contact for the daily absence reporting and flag any sickness triggers to the HR Manager so support can be put in place where possible to help reduce absence.
- Work with HR Manager in reviewing and updating processes to ensure efficiencies wherever possible, i.e. to reduce administration.
- Book rooms and meetings as required and liaise with attendees.
- Helping to assist the HR Manager with one off projects as required.
- Ensure filing is kept up to date.
- Answer phone calls and general emails.
- General office duties, i.e filing and responding to e-mails and phone calls.
- To deal courteously and efficiently with all visitors and colleagues.
- Ensuring that the Policies of the College are observed and that good practice is encouraged, particularly in the areas of Health & Safety, Equal Opportunities and confidentiality.

Other:

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy.

- To have full regard for the College's Equality and Diversity and Health and Safety requirements.
- To assist in cross-college support, (such as invigilation), where appropriate.
- To attend meetings in accordance with the College meetings' schedule.
- To adhere to the Health and Safety policy of the College.
- Ensure own personal and professional development by keeping up to date with all current and new developments in work related HR.
- To take part in staff appraisal and development as appropriate.
- To take part in the College Open Events.
- To perform such other duties as assigned by the Principal which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

PERSONAL AND PROFESSIONAL REQUIREMENTS (PERSON SPECIFICATION)

Referees will be asked specifically to comment on the attributes below.

The ability to meet the person specification will be verified by the application, interview, task, certificates and references as appropriate.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = References.

Essential	Method of Assessment
A level qualifications or equivalent qualification is essential	A, I, C
CIPD Level 3 or working towards this	A, I, R
GCSE grade 4 or above/ or equivalent in English Language and Maths	A, I, R
Experience of HR or other Office Administration	A, I, R
Organised, methodical and accurate approach to work	A,I, R
Work to high levels of confidentiality and professionalism	A, I, R
Excellent interpersonal/communication skills	A, I, R
Ability to communicate effectively and develop effective relationships with staff, external agencies/employers etc.	A, I, R
Ability to empathise and maintain positive relationships with staff	A, I, R
Excellent attendance and punctuality record	A, R
Ability to work on own initiative and organise own workload	A, I, R
Ability to analyse statistical data	A, I, R,T
Excellent decision-making skills in line with mission and ethos of the College	A, I, R
Good written communication, organisational and record keeping skills	A, R,T
Experience of working with information technology applications especially Microsoft Word and Excel.	A, I, R
Excellent time management skills and experience of managing multiple tasks	A, R
Able to work to tight deadlines	A, I, R
Flexible approach and positive attitude to work	A, I, R
Ability to adapt to meet the challenges of rapid change	A, I, R
Able to demonstrate successful experience of use own initiative to organise own workload	A, I, R,T

Have an ability to set and achieve high standards for themselves, colleagues and students	A, I, R, T
Approachable manner, flexible manner with a positive 'can-do' approach and positive attitude to work	A, I, R
Ability to remain calm under pressure	A, I, R, T
Commitment to participating in CPD	A, I, R
Support for the Catholic ethos of the College	A, I
Commitment to Safeguarding and promoting the welfare of young people. (All appointments are subject to satisfactory Disclosure and Barring Service check)	A, I

Desirable

Knowledge of Health and Safety at work	A, R
Experience of working in an educational establishment	A, I, R

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality, we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via TES.

Closing date: 9am on Tuesday 18th January 2022

It is intended that interviews will take place on Friday 21 January 2022

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2400 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students

and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

What our staff say about Notre Dame Catholic College

Teacher of Law

'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Head of Department

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'

Course Leader

'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Teacher of Health and Social Care

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'



Notre Dame
CATHOLIC SIXTH FORM COLLEGE

WHAT OUR STUDENTS SAY ABOUT US



Name: Oliver Coates

School: Garforth Academy

Programme of study: Drama and Theatre, Law and Maths

University: Italia Conti Academy of Theatre Arts - Musical Theatre

What did you like most about Notre Dame?: "Notre Dame's staff are incredibly helpful, especially the maths department. The college is a really friendly environment where making friends is so easy".



Name: Charlotte Campbell

School: Gateways School

Programme of study: Maths, Further Maths, Computer Science and Photography

University: University of Bristol - Mathematics

What did you like most about Notre Dame?: "I enjoy the location of Notre Dame because it is conveniently close to the city centre. I also enjoy the independence and support we receive at College".



Name: Naomi Durkin

School: St Bede's and St Joseph's Catholic College

Programme of study: A-Level Business, Computer Science and Maths

University: University Of Nottingham - Computer Science

What did you like most about Notre Dame?: "I feel supported by the Notre Dame Community. It's a great place to study and be a student. The pastoral team are always there for you."

