



HR ASSISTANT

Status: Permanent

Working pattern: 52 Weeks per year (All year round)

Hours: 37 Hours per week

Salary: SC5 £26,421 - £28,770

Location: Assay Studios, Birmingham (Hybrid available)

Start date: As soon as possible



Central Region
Schools Trust

Founded by the RSA



The Central
Aspirations Programme

ADVERT

The Central Region Schools Trust is seeking to appoint a HR Assistant to support the HR Function across the Trust to enhance service delivery during this exciting period of growth.

The successful person will be a true HR professional who is able to support the Trust's HR Department. The post is vital in providing operational, welfare, guidance, and support mainly across the Central aspect, but you will be required to support the HR function in line with Trust requirements. You will have strong administrative and IT skills and be able to produce accurate work. It is essential that you have excellent communication skills with the ability to work with tact and discretion within a human resources environment. You will be confident, have exceptional organisational skills, and be a strong and effective team player.

The role is a full-time position and hybrid working is available, although travel across our Trust, all based within the West Midlands will be expected on occasion to support the delivery of our service.

Interested candidates can contact Carley Brookes (Lead HR Manager) for an informal discussion about the role - cbrookes@crst.org.uk

How to apply:

Interested candidates should submit a full application form which can be found on our website: <https://centralregionschoolstrust.org.uk>. Completed application forms should be sent to recruitment@crst.org.uk.

The closing date for this vacancy is: Sunday 21st January 2024

Interviews will take place the following week. However, early applications are encouraged as we reserve the right to interview earlier for this post should suitable candidates apply.

Online Checks: In accordance with our statutory obligations under Keeping Children Safe in Education CRST is required to conduct an online search as part of our due diligence on shortlisted candidates.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with Children's barred list.

Job Description

Title: HR Assistant

Grade: SC5 point 12 - 17 £26,421 - £28,770 per annum

Hours of Work: 37 hours per week, all year-round

Primary place of work: Head Office (Assay Studios). However, you will be required to work across various sites within the Trust as directed to meet business needs.

Key Duties and Responsibilities

Main purpose

- Provide a professional, efficient, confidential, and proactive HR Service.
- Deliver excellent customer service at every opportunity and throughout the employee lifecycle.
- Produce quality work that meets deadlines, is accurate and professionally presented.
- Ensure compliance with all Trust HR policies and procedures, seeking further advice from the HR Managers or Head of HR when required.
- Be the first point of contact for all Central Team HR related enquiries.
- Keep abreast of changes in employment law and HR best practice, and therefore attending training to maintain accurate knowledge to fulfil the requirements of the role.
- Recruitment, Selection and Appointments
- Complete and update the Online Single Central Record in accordance with Keeping Children Safe in Education guidelines and Trust directives.
- Coordinate all administration relating to the recruitment, selection, and retention processes.
- Ensure compliance and adherence to safer recruitment practices and policies for the on-boarding of new employees and Governors.
- Prepare and organise new appointment induction packs and documentation, and aid with updating the resources.
- Prepare offer letters, contracts, contract variation letters as required always ensuring accuracy.
- Schedule probationary review meetings where required.
- Track fixed term contracts and advise the HR Manager/Head of HR and C-Suite in accordance with the Fixed Term Contract Policy.
- Keep an updated catalogue of job descriptions and person specifications and schedule the necessary annual reviews.

Staffing and Payroll

- Keep systems up to date with contractual and payroll changes including Access
- Submit and complete timely and accurate monthly payroll changes, data and information.
- Submit to payroll monthly staff absence data.
- Aid with the administration process for staff annual appraisal, performance management and pay reviews.

Absence Management

- Maintain accurate absence data.
- Advise the Head of HR and line manager of staff who have hit absence triggers/targets and schedule meetings in accordance with Trust policy and procedures.
- Aid with the preparation and issuing of documentation of all absence management and welfare meetings.
- Ensure all Returns to Work are issued in a timely manner, action points are addressed, and filed appropriately.
- Aid with the preparation and action plan of Occupational Health Referrals and reports.

HR Administration

- Provide timely and accurate HR management information, analysis and reports as and when required.
- Provide HR admin support at formal meetings e.g. drafting invite letters, taking minutes/notes, and compiling hearing packs.
- Assist with the wider HR Department's workload as and when required.
- Assist the HR Department with the production of statutory returns e.g., the School Workforce Census, and Finance Audit.
- Ensure that all staff files are created, maintained and archived in accordance with compliance and GDPR.
- Coordinate the exit process and supporting documentation for any leavers.
- Provide general HR administration support in the updating of documentation e.g. recruitment packs, policies, forms etc.
- Create and maintain all HR related templates
- Engage in HR team meetings and aid and support all departmental initiatives and strategies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Principal reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

We are seeking to appoint a HR Professional who is able to demonstrate the following qualities and experience. Please note that if you are shortlisted any relevant issues arising from your references will be taken up as part of your Pre-Employment Checks.

Criteria	Essential	Desirable	Method of Assessment
 <p>Experience</p>	<ul style="list-style-type: none"> • Proven HR generalist experience • Experience in the implementation of HR employment policies and procedures in an effective and productive manner • Successful recent experience of providing HR services • Ability to be first point of contact for staff regarding all HR matters • Fully conversant and up-to-date with all aspects of employment law and HR best practice • Knowledge of recruitment processes • A sound working knowledge of Microsoft Office, Excel and Outlook • Previous experience of working within a busy Administration role – producing letters and documentation to a high standard • Experience of prioritising workload, time - management and dealing with conflicting priorities 	<ul style="list-style-type: none"> • Experience and knowledge of using a computerised HR system or data management system i.e. SIMS/Arbor to manage services and personnel records • Knowledge and understanding of the Schools and education systems e.g. Arbor/OSCR • Knowledge of safeguarding processes. 	<p>Application form, references and interview.</p>

 <p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Ability to communicate effectively and foster collaborative working styles and relationships • Excellent organisational skills and ability to work to a high degree of accuracy • The ability to work in a fast paced and demanding work environment • The ability to work as part of a team • The ability to maintain confidentiality and act with sensitivity • The ability to multitask • The ability to produce accurate reports and data and work meticulously • Ability to use own initiative • Good time management and ability to prioritise workload • Excellent customer care 		<p>Application form, references and interview.</p>
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 <p>Personal Qualities</p>	<ul style="list-style-type: none"> • A capacity for hard work • A fair, flexible, open and decisive approach • Enthusiasm for, and readiness to accept, change • Good ICT skills • Ability to work on own initiative • Ability to take responsibility for planning own workload and commitments • Ability to work under pressure and keep to deadlines • Ability to be sensitive to the needs of others • Ability to be supportive • Professionalism • A sense of humour, warmth, energy, stamina and resilience • Good record of attendance and punctuality • Willingness to reflect upon his/her experiences in a critical and constructive manner 		<p>Application form, references and interview.</p>
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 <p>Education and qualifications</p>	<ul style="list-style-type: none">• CIPD Level 3 qualification or equivalent (or currently completing an equivalent qualification) or HR hands on experience• Evidence of continuing professional development	<ul style="list-style-type: none">• Affiliated Member of the CIPD• Educated to NVQ level 2 or equivalent	<ul style="list-style-type: none">•
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Need more advice?

Please see our website
(Central Region Schools Trust
- Founded by the RSA)

Central Region Schools Trust
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centralregionschoolstrust.co.uk