



Job Description

JOB TITLE:	HR Assistant
REPORTS TO:	HR Manager
WORKS CLOSELY WITH:	Head of HR, HR and Payroll Officer, Trust Colleagues, Head Teachers PA
SALARY:	Grade 6 (£24,338 - £27,075 pro rata) Actual Salary £14,870 - £16,542pa

Overall Job Purpose:

The primary responsibility of this role will be to assist with recruitment activities, ensuring that our hiring processes are efficient, effective and compliant with company policies and regulations. In addition to recruitment support, the HR Assistant will have the opportunity to engage with various aspects of HR practice and contribute to the overall effectiveness of the HR Team.

Main Duties and Responsibilities

General duties

- To complete reference checks and background checks for selected candidates.
- Assist with employee onboarding and orientation processes
- Maintain accurate and up to date recruitment records and documentation.
- Monitor the HR and Recruitment email accounts.
- Responsibility for first line enquiries regarding recruitment.
- Respond to other employee inquiries and alert the relevant HR Team member when appropriate.
- Provide administrative support to the HR team, including filing, sorting post, data entry and maintaining HR Databases and files electronically.
- Help organise, facilitate and support as requested HR related meetings and events
- To take notes at relevant meetings as requested by the HR Manager
- Assist with the administration of employee benefits, employee referrals and pension letters.
- Support HR projects and initiatives as assigned

Compliance and procedures

- To contribute to the continuous improvement of HR Processes and procedures
- Assist with the administration of staff who have left the Trust
- Assist with the monitoring of employee's probation periods, training records, fixed term contracts, right to work, maternity and other types of leave

Other

- To participate in your own professional development activities and performance management activities as required
- To maintain an awareness of how your own role contributes to the organisational objectives and vision
- To always adhere to the staff code of conduct
- To take reasonable care when carrying out work duties and other activities and comply with Health and Safety regulations to avoid injury to oneself or to others.
- To undertake other reasonable duties as directed by the Head of HR and commensurate with the level of the post
- All employees are responsible for the safeguarding and protection of students within their role and therefore must comply with policies and procedures relating to safeguarding, data protection and security and confidentiality.

This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the Trust.

Person Specification

Area	Essential	Desirable
Education and Qualifications	Level 2 qualifications such as but not limited to: <ul style="list-style-type: none"> • GCSEs • BTECs • Intermediate apprenticeships • NVQ • ICT Qualifications 	A relevant HR qualification
Experience	Proven experience in an administrative role Proven experience of working with confidential information	Experience of working in an HR position Experience of working in a recruitment position
Skills and abilities	Strong administration, organisation and planning skills Ability to prioritise tasks based on urgency and plan own workload effectively Customer service skills, dealing with emails and telephone queries Significant use of IT systems and Microsoft Packages Good interpersonal, communication skills, with a positive approach being able to build effective working relationships A high degree of confidentiality, discretion and attention to detail Takes quick and effective action and escalates to the relevant team member	An awareness of appropriate policies within schools An awareness or knowledge of safer recruitment practices and Keeping Children Safe in Education and a willingness to learn A knowledge of databases and their management Previous experience of using communication tools such Microsoft Teams or similar
Attitude and aptitude	Able to work on own initiative and well as part of a team Accountable for own development Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members A commitment to safeguarding and promoting the welfare of children and young people	