



QEGSMAT

HR Assistant

QEGSMAT Central Team

Permanent

37 Hours per week, 52 weeks per year

Pay Scale 4 £22,369 to £24,054 per annum (Pay Award Pending)

QEGSMAT is seeking to appoint an enthusiastic HR Assistant to join our dedicated team based in Ashbourne, Derbyshire. This is an exciting opportunity to join a growing and forward-thinking education trust, currently of 7 academies, in Derbyshire, Derby City and Staffordshire. Our aim is to ensure all our young people achieve the very best outcomes and leave education well prepared for the next steps in their lives based upon the principles of **Question; Explore; Give; Succeed.**

The successful candidate will need to be organised, with the ability to multitask and maintain strong attention to detail. You will have strong communication skills with the ability to demonstrate a sensitive approach to confidential matters. In addition, you will need the ability to work under pressure and respond to deadlines in a busy office.

The role will be providing both administrative and telephone support to our academies on recruitment, contracts of employment, payroll notifications, policy and procedures.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for support staff.
- 23 days holiday rising up to 26 days after five years' service; plus an extra 4 days' leave (known as extra statutory and concessionary)
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the central team, we would be happy to arrange this. Please call Stuart Hardy 01335 340830. Further details about our Trust can be found on our website: www.qegsmat.com

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications: 5th November 2023
Interview date: Potential 14th November 2023
Salary: Pay Scale 4 £22,369 - £24,054
Potential Start date: As soon as possible



QEGSMAT

JOB DESCRIPTION

Post Title: HR Administration Assistant

Responsible to: Head of HR

Scale: Scale 4

Weekly Hours: 37

Weeks Per Annum: 52

Post Objectives: The role is responsible for the provision of HR Administration for the Central Team and be the first point of contact for HR administration issues.

DUTIES AND RESPONSIBILITIES

- Provide administration support for the Central Team
- Produce letters, reports and collate information
- Be the first point of contact for schools on general HR matters, providing advice and guidance as appropriate
- Process transactional HR correspondence e.g. new starters, variations and leavers
- Support recruitment processes for Schools within the Trust
- Ensure all schools and departments follow best practice and meet all statutory obligations in their recruitment and appointment processes; including meeting all “Single Central Record” and safeguarding requirements— e.g. DBS and disqualification checks, employment references etc.
- Prepare and issue contracts of employment
- Maintain the Trust’s HR Management System
- Monitor staff absence, liaising with schools accordingly
- Review HR systems, documentation and procedures to ensure they are effective and efficient and meet the needs of schools across the MAT

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	<p>Good Standard of Education</p> <p>Level 3 in Business Administration or equivalent</p>	Level 3 Certificate of Personnel Practice or working towards	Application Certificates
Experience	Experience of staff recruitment and attendance management		Application Selection process References
Skills	<p>Excellent communication skills and time manager, able to negotiate competing demands and work to tight timescales</p> <p>Ability to successfully work as a team member with a variety of stakeholders.</p>		Application Selection process References
Knowledge	<p>Previous experience of HR administration</p> <p>Detailed knowledge and understanding of HR policies and procedures</p> <p>Knowledge of payroll and pensions issues.</p>		Application Selection process References

Personal Qualities	Able to promote a positive image of the Trust as an excellent employer Able to work independently		Application Selection process References
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PRINT NAME _____

SIGNATURE _____

DATE _____