

Cambridge Meridian Academies Trust
HR Assistant
JOB DESCRIPTION



Scale: Grade 4 (Peterborough NJC pay scales)
Hours: 22 per week
Weeks: Term time only (38 weeks) plus 2 weeks
Reports to: Head of HR
Location: Sawtry Village Academy – travel required

Role

To provide specific HR support to the Head of HR and the Central HR Team. To support schools / Core Trust with administration and support the HR Officer in regards to the HR MIS system (My HR)

Key Areas of Responsibility

General HR

- Provide general administrative and clerical support to the Head of HR and Central HR Team.
- Assist with the management of HR policies, in terms of ensuring policies are up to date, template letters are fit for purpose, reviews, accessible for HR people in schools and Principals. Manage the distribution of HR Policies on the VLE (staff intranet) and My HR, ensuring the correct version of each policy is mirrored across all systems (HR only).
- Assist with preparation for case files / documentation for Hearings.
- Act as note taker at meetings when required (across schools)
- Maintain and ensure that Core Trust employee personnel files meet local agreed protocols. Being mindful of OFSTED, HR Audit, GDPR and KCSIE requirements.
- Responsible for the HR directory for the HR central team. This includes: central filing system, best practice HR updates and workshops, advice notes from HR provider and local employment law updates.
- To attend all employment law / HR updates available through HR Partners. Provide feedback to the HR team and wider HR colleagues.
- To ensure that the HR newsletter with updates for schools and Principals, is published as appropriate and contains relevant information.
- Carryout filing, photocopying and scanning as required.
- Assisting with internal HR audits within the schools as required
- Maintain logs of HR queries to form a central record of advice
- Create and maintain reports, spreadsheets and correspondence using a variety of computer packages, including Word, Excel, Outlook and PowerPoint.

Recruitment

- Assist HR Officer with Core Trust recruitment. This includes uploading adverts to TES, indeed and EPM website and liaising with any other external agencies as required

- Uploading of adverts and JD's to the VLE. Set up and manage a bank of Questions for schools to utilise.
- Production of the Core Directorate 'Cascade'
- Production and circulation of the weekly vacancies bulletin

HR MIS system

- General administration of the 'MY HR' system, including adding new members of CMAT staff as necessary
- Maintain guidance documents for use of My HR, ensuring these are easy to understand and up to date.
- Participate in the delivery of training to HR people in schools.
- Run and Print monthly HR reports for use within the central HR team and audit for Head of HR

Head of HR Support

In addition to the general HR support, responsible for the following:

- Provide efficient and timely support in regards to meetings, data and reports. Preparation of documents to be organised as per agenda. – Personnel Committee
- Processing, filing and distributing confidential reports and documents.
- Check Head of HR Diary to advise of upcoming Personnel Meeting. Collating paperwork for the Agenda from relevant contributors, ready to be sent out to attendees (Via Clerk) 5 days before scheduled meeting.
- To collate paperwork for JCNC. To organise and maintain a record and version control of draft policies for consultation.
- To maintain filing system of Head of HR specific documents.
- To assist Head of HR and HR Officer with statistical data for Gender pay reporting and analysis. Uploading to Government website and CMAT website.
- Support changes to HR processes to add value across the Trust (Redundancy and TUPE for example)
- To act as note taker when required.

The post holder is expected to undertake any other duties commensurate with the grade and nature of the post.

The job description is subject to review and may be changed following consultation with the post holder.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff are subject to an enhanced check with the Disclosure and Barring Service.

**PERSONAL SPECIFICATION:
HR ASSISTANT – CORE TRUST HR**

Specification	Essential
Knowledge	<p>Good knowledge of Filing Systems</p> <p>Moderate working knowledge of MS Office Package including word processing and excel</p> <p>Working Knowledge of structure and organisation of HR MIS</p> <p>Has an understanding of GDPR and its implications</p>
Skills	<p>Discreet, confidential and reliable</p> <p>Skills for analysis of a variety of ICT issues in regards to MIS systems (HR)</p> <p>Computer literacy – record and input information and generate complex data reports on excel and HR MIS system</p> <p>Excellent key board skills with attention to accuracy of information.</p> <p>Accuracy and attention to detail in relation to daily tasks</p> <p>Effective communication via telephone or on an inter-personal level to obtain / give information</p> <p>Able to communicate complex information to all audiences effectively.</p> <p>Proven organisation skills</p> <p>Co-ordinating and prioritising own workload to meet deadlines.</p> <p>Use own initiative but seek direction when required</p> <p>Managing several priorities at once.</p>
Personal Qualities	<p>Communicate effectively through use of telephone, written, email or face to face</p> <p>Obtain / give information in a courteous, succinct and accurate way</p> <p>Be smart in appearance, to promote the image of the Trust effectively</p> <p>To be flexible in undertaking work and adaptable to changing routines</p> <p>A willingness to be flexible on working hours and location across the Trust</p> <p>Driving licence and own transport with business use.</p> <p>A positive attitude to work</p> <p>A commitment to CPD</p>
Qualifications	<p>NVQ 3 in Business Administration or similar</p> <p>5 GCSE C or above in English and Mathematics and 3 others (or equivalent)</p> <p>Or 2 years relevant experience as junior admin or HR assistant</p>

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