

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	HR Assistant
JD Reference:	JD 062 Meridian Trust_HR Assistant Grade 5
School/Academy:	Sharnbrook
Weeks:	39 Weeks per year (Term Time plus 5 training/inset days)
Hours of work:	37 Hours
Salary:	Grade 5
Responsible to:	HR Officer

Role:	HR Assistant
Purpose of job:	<p>To support designated personnel duties within the school environment with particular focus on:</p> <ul style="list-style-type: none"> • Recruitment and appointment of new staff in line with Safer Recruitment practice. • Administrative support for the full employee lifecycle including the maintenance of files and HR systems, i.e. SIMS.

Responsibilities and Accountabilities:

Recruitment:

- To undertake recruitment activities within the school, under the instruction of the HR officer. To ensure safer recruitment practice are observed in all aspects of recruitment and the appointment of new staff members, under direction of the HR Officer.
- To provide administrative support to the HR officer, supporting with the full recruitment process. Updating job descriptions and drafting adverts for approval by the Principal and/or SLT. Circulating adverts internally and externally using TES, Indeed, Local Government publications and other agreed locations.
- To share candidate applications with shortlisting panel and subsequently invite shortlisted candidates to interview. To liaise with the interview panel to produce the interview schedules for the day and ensure interviewers have full interview packs available.
- To request references via the TES portal or directly as required, providing them in the interview packs and highlighting any concerns to the HR Officer.



- To support the smooth running of selection days, welcoming candidates, carrying out ID checks and completing school tours as required.
- To ensure all those involved in the recruitment process are aware of their responsibilities under the school and safer recruitment processes and policies, by making these documents available a and when needed.

General HR Administration/Employee life cycle support:

New Starters:

- To draft offer paperwork, for checking by the HR Officer, and send out to successful candidates.
- To set up and maintain personnel files for new starters, ensuring that the starter checklist and single central record (SCR) is updated as paperwork/checks are received.
- To support the HR Officer with DBS checks as needed, setting up applications on the system and completing ID checks.
- To carry out Social Media checks in accordance with Trust guidelines and share findings, with the HR Officer, as needed.
- To assist in updating the SCR under the direction of the HR Officer.

General:

- To scan and copy documentation as required and keep personnel files up to date.
- To draft contract variation letters for checking by the HR Officer and then distribute accordingly.
- To update SIMS with staff changes i.e. personal details and contractual/role changes and adding new starters.
- To update the probation tracker and send out probation paperwork for completion by line managers. Chasing where appropriate and raising any issues with the HR Officer.
- To send out annual reminders to all staff to read mandatory policies and complete mandatory training. Update the training records on the SCR accordingly.
- To issue and chase return of salary statements on a monthly basis.

Absence

- To log sickness absence for all support staff on SIMS when received from the Cover Manager. To scan copies of self-certificates and Fit Notes received to personnel files.
- To send out self-certificates and return to work paperwork and chase as required to ensure compliance with the sickness management policy.
- To add sickness absences and other unpaid leave to the payroll portal.



Leavers:

- To draft and send out leaver letters, for checking by the HR Officer, and exit forms.
- To download and post out P45's from the EPM portal.
- To provide all administration associated with leavers e.g. moving personnel files to 'leavers' area and update SIMS.

Other:

- To provide cover for the HR Officer when needed, seeking support from the Trust HR Manager as required to ensure that key HR and safeguarding responsibilities are maintained in School.
- To support with school HR projects as required.
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.
- This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Support for School/Academy/Place of work:

- To complete student supervisory duties at breaks and lunchtimes in line with all support staff.
- To work collaboratively with the teaching, learning support and administrative staff colleagues as required.
- Participation in staff events by arrangement.
- Attend Staff Meetings as required. This includes professional development days.
- To be willing to assist with the supervision of students on school visits by prior arrangement and mutual agreement.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices, and procedures.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- To share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.



Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

Health and Safety:

- All employees of the trust must be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Employers must co-operate with the trust on all issues to do with Health, Safety and Welfare.
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- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- Maintain up to date knowledge by attending relevant HR updates provided by the Core HR team and external providers.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.



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 will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: September 2022



Person Specification – HR Assistant

Assessment Key:
 A = Application Form
 I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language.	✓		A
Experience		Essential	Desirable	Assessment
2	Experience of working in an administrative environment.	✓		A/I
3	Experience of working in an HR environment.		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
4	Knowledge of the concept of confidentiality	✓		A/I
5	Working knowledge of MS Office Package to include Word and Excel at basic level	✓		A/I
6	Awareness of child protection issues.	✓		I
Skills and abilities		Essential	Desirable	Assessment
7	Maintaining confidentiality and discretion	✓		I
8	Good grasp of English Language and good written English	✓		I
9	Accuracy and attention to detail	✓		
10	Ability to contribute to team meetings and contribute ideas.	✓		I
Personal Qualities		Essential	Desirable	Assessment
11	Organised and methodical approach to work	✓		I
12	Positive and enthusiastic attitude	✓		I
13	Ability to work as part of a small team effectively	✓		I
14	Able to follow process and instructions and recognise when to escalate/ask for help.	✓		



15	A desire to put the 'customer' first and be courteous and professional at all times	✓		I
16	Willingness to undergo further training and development in HR.		✓	
Child Protection		Essential	Desirable	Assessment
17	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
18	Flexibility of working hours	✓		A/I

