



LEIGHTON PARK  
FOUNDED 1890

## JOB DESCRIPTION – 2023

**Job Title:** HR Assistant

**Reports to:** HR Manager

**Department:** HR

**Hours per week:** 18 hours per week

Flexible hours may be offered to the right candidate

### **Key Working Relationships**

HR Department  
Assistant Bursar/Bursar  
Bursar's PA  
Head's PA  
Academic Staff  
Support Staff

### **Job Summary**

To provide efficient administrative support for the HR department, ensuring staff are provided with key information on HR processes and procedures. Assist in the creation, development and maintenance of all HR systems to assure compliance with all relevant employment law and DofE/ISI regulations. Preparation of offer letters and contracts of employment, in line with deadlines laid down in legislation and by good customer service and carry out all checks under 'Safer Recruitment' legislation.

### **Duties and Responsibilities**

- Assist in the compiling of job descriptions, person specifications, adverts, authorisation to recruit forms and organisation of recruitment campaigns including placing adverts with agencies, press and on the school's website
- Prepare and send out recruitment packs to enquirers and to record and track returned application forms
- Manage HR Apply inbox
- Carry out recruitment checks under 'Safer Recruitment' legislation, to include;
  - DBS Disclosure Application process
  - Verification of qualifications
  - References
  - Eligibility to work in the UK
  - Medical assessment
  - Preparation of personnel files in accordance with current practice
  - Completion of all other pre-employment checks
- Preparation for new employees started including ID passes, logins, room keys and school calendars
- Preparation of offer letters and contracts of employment, in line with deadlines laid down in legislation and by good customer service

- Assist with the performance management programme
- Collate and maintain records of all training received by employees; adapt and develop existing systems
- Undertake duties supporting the use of Access Education (HR Information System) including inputting changes onto system
- Maintain confidentiality at all times

**Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

**Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.