

Job description - HR Assistant

Responsibility

The HR Assistant will be appointed by and be responsible to the Director of Finance & Operations.
The HR Manager will be the Line Manager of the HR Assistant.

Tasks

1. HR Administration

- a. Assist with the appointments of all staff and Governors together with the required documentation and correspondence.
- b. Maintain sick leave/absence records of staff and notifying managers of absence trigger points as per the sickness absence policy.
- c. Assist with sickness monitoring interviews and return to work interviews.
- d. Liaise with occupational health advisers when required.
- e. Administration relating to DBS forms, checking relevant ID as required and undertaking all necessary regulatory pre-employment checks as required.
- f. Advise staff and management re employment policies and issues e.g. redundancy, maternity, flexible working, dependents leave etc.
- g. Keep the staff central record up to date by ensuring all correct checks are made in line with the current legislation.
- h. Assist with the maintenance of the HR records, ensuring compliance with GDPR.

2. Recruitment

- a. Assist with the writing of job descriptions
- b. Place advertisements for all vacancies for support staff
- c. Administer interview procedures e.g. book room, type invite letters, reference requests etc.
- d. Attend recruitment interviews for support staff
- e. Assist with staff induction procedures

3. Training

- a. In conjunction with the HR Manager liaise with our on-line training provider for development of the system and relevant upgrades
- b. Input staff details, setting and resetting passwords, allocation of training modules on the training system.
- c. Keep training records up to date

4. Other Administration

- a. Assist the school nurse with confidential administrative tasks.

5. Health & Safety

- a. Read and comply with the employer's Health and Safety Policy for both their own protection and for all other employees, pupils and visitors on site.
- b. If suitably qualified to act as a first aider.

6. General

- a. Any other duties as required from time to time by the HR Manager or Director of Finance & Operations.

7. Child Protection

- a. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and may be expected to carry out the following duties:
 - i. Child protection, discipline, health and safety
 - ii. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Reviewed:	November 2022
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Person Specification – HR Assistant

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> Literacy and numeracy skills equivalent to GCSE 	<ul style="list-style-type: none"> CIPD or equivalent or working towards similar qualification
Skills:	<ul style="list-style-type: none"> Excellent communication skills both in writing and orally Excellent time management skills Able to work to tight deadlines and prioritise tasks Able to work in an organised and methodical way with attention to detail. Tact diplomacy and absolute confidentiality in handling staff matters Willingness to learn new skills Self-motivated with ‘can do’ approach to work Ability to work effectively both in collaboration with other professionals and teams both in and out of the organisation. 	
Knowledge and experience:	<ul style="list-style-type: none"> Extensive experience of using databases and electronic communication Experience of completing paperwork, maintaining records and producing reports Be fully aware of GDPR 	<ul style="list-style-type: none"> General HR experience Experience of working in a school
Personal competencies and qualities:	<ul style="list-style-type: none"> Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours. Positive attitude to use of authority and maintaining discipline. 	.

Method of assessment will be via content of the application form, professional references, interview and the production of certificates