



HR Assistant

Appointment Information Pack

Message from the Headteacher

Thank you for your interest in the post of HR Assistant at Coombe Girls' School and Sixth Form.

At Coombe, we are passionate about giving students access to a wide range of experiences and the best possible education during their time with us. Our deep-rooted belief in a rounded and broad education goes alongside a commitment to academic excellence for all our students, regardless of background or context.

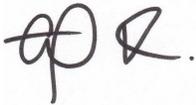
Our students make excellent progress from their starting points whilst at our school. We have a long tradition of innovative, research led teaching, which enables our students to flourish and thrive. We put significant emphasis on developing our teaching and learning and are committed to maximising the benefits of a girls' school education. We welcome a good number of boys into our sixth form and work closely with colleagues from the other schools in the Coombe Academy Trust to our mutual benefit. More about the Coombe Academy Trust can be found [here](#).

We are looking for a HR Assistant to provide HR support in recruitment, onboarding, Induction and the day to day management of our staff.

The successful candidate will come from an administrative background. Previous HR experience would be an advantage although it is not essential as full training will be given.

Thank you for taking the time to find out more about this role. Please do contact me at school if you have any questions or would like a tour of the school. I look forward to receiving your application

Best wishes,



Emily Barns, Headteacher



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Coombe Girls' School and Sixth Form

Coombe Girls' School and Sixth Form is a comprehensive girls' state secondary school, with a co-educational Sixth Form. The school is heavily oversubscribed and is committed to providing an excellent education to children in the local area. We are proud of the progress our students make from their starting points during their time with us: the school's Progress 8 score was +0.7 and 42% of GCSE entries were graded 7 to 9 last year. The school is proud to be part of the [Coombe Academy Trust](#).

Our school is vibrant and diverse, serving the local area of New Malden. We value every individual and the rich wealth of experience, knowledge, values and beliefs they bring to our school. The experience and talent you will bring to our school will ensure we continue to provide the best education for our students and further increase the breadth of opportunity for the next generation. We particularly encourage applications from colleagues in underrepresented groups.

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Job Description: HR Assistant

Department or area: Administration

Responsible to: Headteacher

Purpose of the post:

To provide HR support for the school with particular focus on supporting the school with the onboarding and induction of new staff and the day to day management of the HR process for all staff.

Main Responsibilities:

- Facilitating compliant, smooth and successful recruitment processes
- Maintenance of accurate onboarding records
- Assisting in the maintenance of accurate HR records

Main Tasks

- To assist the Headteacher and the Headteacher's PA with the recruitment process, including:
 - assisting with the preparation and place of adverts
 - coordinating with the SLT regarding the organisation of interviews / selections tasks and informing shortlisted candidates of the details
- To assist the Headteacher and the Headteacher's PA with the onboarding process for new staff including:
 - Ensuring all necessary pre employment checks are completed
 - Assist with issuing letters of appointments and contracts
 - Completion of all the necessary starter paperwork and pension membership
 - Liaising with IT around the issuing of ID badges, ChromeBooks, Arbor logins, Canteen funds and photocopying budgets and any other equipment required
 - Coordinating with line managers regarding organising of the induction training including arranging face to face safeguarding training with the DSL/Deputy DSL and collating information on the mandatory training for Prevent, GDPR, Cyber Security and TES develop courses.
 - Administering the Probation process for relevant new starters including liaising with line managers regarding meetings and collating all paperwork.
 - Supporting the SLT with the organisation of the staff induction days and providing support on the day.

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- To assist the Headteacher's PA with the maintaining of personnel records both on the Arbor system, Edupay and manual files, ensuring confidentiality with GDPR
- With the Headteacher's PA, ensure that all HR processes and systems are in line with current employment legislation and compliant with the Trust's HR policies and procedures.
- Monitor and record Staff Absences on the relevant portals, ensure all paperwork is up to date, run monthly absence reports, notify Line Managers re informal/Stage 1, 2, 3 meetings.
- Maintain and update the Single Central Record.
- Check when Support Staff annual Increments and five year anniversaries are due, notify Line Managers and inform payroll.
- Assist with Maternity, Paternity and Shared Parental Leave requests.
- To manage the staff leaving process including sending exit interview questionnaires and ensuring the prompt return of security passes and school equipment.
- With the Headteacher's PA, provide admin support to the wider SLT team.

School Improvement Plan Focus

To action relevant aims of the Trust Improvement Plan in line with school strategic direction as indicated by Line Manager

Appraisal

Participate in any arrangements within an agreed national framework for the appraisal of performance.

Key Internal Relationships

Headteacher, Headteacher's PA, Leadership Team, Executive Leadership Team, Finance Officers, Director of HR, Teaching Staff, Administrative Staff, Caretaker and his team, Catering Team, Pupils.

External Relationships

Parents, Governors, PFA, Other professionals with RBK, Members of the public, other appropriate stakeholders.

Terms of Employment

Time

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Records, reports and other written work

The post holder may be responsible for producing, consulting on and presenting written records and reports to: Line manager, Senior Leadership, Governors, other teams/audience (as appropriate).

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Person Specification: HR Assistant

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties as outlined in the job description.

Qualifications and Experience

Essential:

- Numeracy and Literacy to GCSE standard or equivalent Grade A-C (9-5)
- Experience in a school or office environment

Desirable:

- CIPD level 3
- Experience of working within a Human Resources environment
- Experience using Arbor software

Personal and Professional Skills and Attributes:

Essential:

- Ability to work effectively and respond well under pressure.
- Organised and efficient administrative skills.
- Good interpersonal and communication skills, both verbal and written
- Ability to use initiative.
- Ability to work in a discreet and sensitive manner.
- Flexible, cooperative and supportive team player.
- Have an understanding of safeguarding issues and promote the welfare of children and young people

Desirable

Experience of minute taking

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Why work at Coombe?

Coombe Girls' is a great place to work: our students are motivated and keen to learn, staff work hard and look out for each other. We take the wellbeing of our staff seriously and actively look to reduce workload whilst retaining very high standards. We are a Google school and all staff are provided with a Chromebook to support their work. The school is within walking distance of New Malden train station with its fast links to central London. For those coming by car, parking is available in the school car park, with bike racks and showers for colleagues who cycle to work.

In terms of professional development, the school prides itself on its commitment to CPD with, for example, staff supported to access National Professional Qualifications and Thrive training. There are opportunities to work collaboratively across schools in the Trust (both primary and secondary) as well as with the central Trust team. The Trust looks to provide opportunities for growth for colleagues within the Trust.

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

www.coombegirlsschool.org

@CoombeGirlsNews

Coombe Academy Trust:

www.coombeschools.org

@CoombeAcademy

**Coombe Girls' School
Clarence Avenue
New Malden
KT3 3TU**

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