



Ivybridge Community College



Job Description

Job Title:	Assistant HR Administrator
Location:	Across the Trust (based at Ivybridge Community College currently)
Grade:	Devon Legacy Pay Scales Grade C, SCP 4 - 6
Hours:	37 hours per week, 52 weeks per year Part-time hours will be considered
Reports to:	HR Business Partner, daily supervision provided by the HR Advisor

Job Purpose

The Assistant HR Administrator contributes to the provision of a high quality, competitive, commercially aware and cost-effective HR service across the Trust, contributing to the continuous improvement of people management policies and practices, which support the delivery of the Trust's strategic aims. The Assistant HR Administrator undertakes a full range of general administrative tasks and works alongside the HR Administrator and HR Advisor assisting with employee queries, maintaining and updating employee records/documents and databases. Individuals in this role will have a good understanding and knowledge of administrative processes, and will develop their HR related administration and baseline knowledge of Employment Law. They will also develop professional practice excellence to meet the changing demands of the role and as part of a team.

Duties and Responsibilities

- Provide a cross-Trust HR administration service acting as the point of contact for HR administrative practice queries.
- Carry out defined recruitment and vetting checks within the required timeframes and support the administration of the Ivybridge Community College Single Central Record.
- Administer starter/leaver and contractual change processes, including letters of appointment, statements of particulars, induction and exit questionnaires, and contract change letters.
- Support the preparation of School Workforce Census data.
- Provide first line responses to routine HR queries via the telephone and email helpline and triage/escalate less routine or complex enquiries.
- Support the administration of the annual Teacher's Pay Increment process and associated written notifications.
- Support the WeST HR Team in the management and administration of the Apprenticeship Levy Pot.
- Support the Director of People with the Trust-wide process for Appraisal/Performance Management moderation and approval.
- Maintain and update electronic/hard copy personnel records systems and prepare associated reports.

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery.

Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.

- Assist the administration process for absence, maternity, paternity, adoption, shared parental leave and parental leave processes and ensure associated payroll processes/notifications are completed.
- Monitor absence at the College, ensuring return to works are sent to managers for completion in a timely manner and any cases are escalated to the HR Officer once trigger points have been met.
- Respond to pay and contractual queries from managers and employees providing advice or signposting as appropriate to policy and guidance.
- Under the direction of the HR Advisor/HR Business Partner where required, ensure that HR guidance and advice to customers at all times reflects and reinforces employment law, good practice, customer care and the provision of a high quality service.
- Support the administration of employee relations meetings and/or hearings and, where appropriate.
- Assist with recruitment and selection processes and events.
- Assist with the redeployment process.
- Promote equality and diversity in all aspects of redeployment, recruitment and selection administration.
- Participate in and/or assist with projects and policy work as appropriate.
- Assist in the administration of HR training/briefings.
- Maintain own continuing professional development, keeping up to date with legal and HR developments.
- Promote effective, open and honest working relationships with all colleagues, internal and external to the team and Trust, to promote an effective employee relations environment within the Trust.
- Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded.
- Be familiar with and actively promote the Safeguarding Policies of the Trust, completing all essential/mandatory training in this area.
- Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.
- Support the operational and strategic development of the Trust HR Service where appropriate by identifying opportunities for continuing improvement.

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PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Associate membership of CIPD (Level 3 or 5) or working towards/ willingness to do so and/or equivalent demonstrable experience/evidence	D	X	
Level of education equivalent to 5 passes at GCSE (Levels 9 to 4)/NVQ 2 in Administration or demonstrable relevant experience showing clear evidence of excellent numeracy and literacy	E	X	
Experience:			
Providing advice and guidance to managers and/or customers	D	X	X
Working in a customer facing role	E	X	X
Working in HR administration	D	X	X
Familiarity with HR and payroll systems or other management reporting systems	D	X	X
Working in a large and diverse organisation	D	X	X
Knowledge, Skills and Abilities:			
Working on own initiative and making judgements within the defined boundaries of the role	E	X	X
Knowledge of a range of HR administration, and recruitment practices and procedures acquired through relevant training and/or experience	E	X	X
Excellent standard of verbal communication, able to convey advice clearly and concisely	E	X	X
Excellent interpersonal skills with the ability to develop successful working relationships	E	X	X
Good standard of written communication, able to write fluently and concisely with attention to detail e.g., letters, reports, policies	E	X	X
Good IT skills and good working knowledge of MS computer packages e.g., able to set up and maintain spreadsheets	E	X	X
A team-based approach to work	E	X	X
Knowledge of current employment law pertinent to areas of work	D	X	X
Good time management skills, together with a methodical and organised approach to work	E	X	X
Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications	D	X	X
Further Requirements:			
Commitment to Equality and Diversity including awareness of relevant legislation	E		X

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Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults	E		X
Due to the nature of the role, the ability and willingness to work at and travel to different Trust campuses from time to time is essential	E		X
VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	E		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
Integrity:			
Acting always in the interests of children and young people	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X

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