

HR Assistant (Fixed Term Contract)

Job Description

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

Summary of the role

Job Title: HR Assistant

Department: HR

Job Purpose: To assist with providing a professional and effective service in relation to all areas of HR across the school

Reporting Line: HR Manager/Bursar

Hours: Full-time (including c12 Saturday mornings per year).

Main duties and responsibilities

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.

The main duties and responsibilities of the HR Assistant are as follows (this list is not exhaustive):

- To provide pro-active and efficient HR administrative support
- To assist with recruitment and selection (to include advertising vacancies, liaising with agencies, monitoring the 'vacancies' in box, arranging interviews, preparation of draft contracts and undertaking of pre-employment checks)
- To update and maintain the single central register of recruitment and vetting checks
- To update information on the HR system and input monthly payroll data onto the system
- To update the school database and other school systems as needed
- To provide advice and guidance to employees in relation to School policies and procedures and to highlight any concerns to the HR Manager
- To assist the HR Manager with the implementation of School policies and procedures (e.g. induction, probation, performance management, absence management)
- To assist with the preparation of reports and management information as needed
- To ensure HR records and files are kept up-to-date and filing (paper and electronic) is undertaken on a regular basis
- To help provide a pro-active and professional HR service (both internally and externally)
- To attend training courses as required

	<ul style="list-style-type: none">• To ensure confidentiality of information and data is upheld• To undertake other duties as may be reasonably requested by the HR Manager or Bursar
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – HR Assistant

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Good standard of education	Part CIPD qualified or equivalent	<i>Certificates</i>
Experience	Previous experience in an HR administrative position	Experience of working in a school or educational environment	<i>Application form and references</i>
Skills and Knowledge	<p>Strong communication skills (verbal and written)</p> <p>Excellent interpersonal skills; able to communicate effectively with people on all different levels</p> <p>Good ICT skills (including MS Word, Excel and Outlook)</p> <p>Strong organisational skills – able to process and organise large amounts of information</p> <p>Able to collate and manipulate data, using databases or other systems</p>	<p>Knowledge of current employment law and good HR practice</p> <p>Knowledge of safer recruitment procedures</p>	<i>Application form, references and interview</i>
Personal competencies and qualities	<p>Ability to meet deadlines and work within agreed schedules</p> <p>Self-motivated, with the ability to use initiative and pro-actively try to resolve problems</p> <p>Positive, customer focussed approach</p> <p>Strong attention to detail and accuracy</p> <p>Professional, diplomatic and confidential</p> <p>Ability to be flexible to meet the needs of the school</p>		<i>Interview and references</i>