



# JOB DESCRIPTION

**POST TITLE:** TRAINEE HR ASSISTANT  
(FIXED TERM FOR 12 MONTHS IN THE FIRST  
INSTANCE)  
**POST NUMBER:** WREQ2877  
**GRADE:** TRAINEE SCALE

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## **JOB PURPOSE**

To support the HR team in delivering a first-class recruitment service across the Weston College Group and to provide ad-hoc advice and support on HR issues to all staff within the Weston College Group.

## **DUTIES AND RESPONSIBILITIES**

- To assist with the administration of the recruitment and selection process for all staff, placing advertisements, setting up selection programmes, assist and support managers in the organisation of the interview day.
- To attend recruitment events to promote job vacancies, advice and guidance upon the range of vacancies available.
- To represent the HR department in formal interviews.
- Utilise social media to advertise positions, attract candidates and build relationships.
- Update recruitment reports, databases and documents and communicate effectively.
- To be proactive and engage with potential candidates and raise Weston College profile.
- To assist with the shortlisting of candidates for interviews, setting up shortlisting sites on the HR system promptly and accurately, liaising with candidates at all stages.
- To liaise and communicate with managers to prepare, organise and set up of interviews.

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- To liaise and build relationships with external recruitment agencies.
- Requesting references and checking the suitability of applicants before candidate start.
- To contribute to the Human Resources team and be flexible during times of absence or peak workloads to ensure standards and quality are maintained.
- Deal effectively and promptly with customer needs by telephone, written correspondence and in person.
- Ensure offer letters and new starter paperwork is issued accurately and promptly with the required authorisation. To assist with the new starter induction process.
- To assist with the administration of routine correspondence and payroll paperwork regarding salaries, changes to staff terms and conditions, overtime, termination of employment, enquiries from third parties etc in a prompt and effective manner, ensuring deadlines set by the Finance department are met.
- To assist with the administration of the staff development process, making bookings, travel and accommodation arrangements and maintain computerised records. Ensure correct records (computer and paper) are maintained.
- To carry out specific projects as required under the direction of the HR Director and HR Managers.
- Undertaking general clerical duties, including dealing with enquiries, minute taking, filing, accurate data entry, and record keeping.
- Complying with Information Security requirements, in line with Weston College policy.
- Undertaking such duties as may be reasonably required, commensurate with the grade of the appointment.



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## HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## PLACE OF WORK

This role is based at the Knightstone Campus however the postholder may be required to work at different sites within the Weston College Group as directed.

## SUPERVISION RECEIVED

Your Line Manager is the HR Advisor and/or HR Manager. The post holder will be expected to organise their own workload and work on their own initiative.

## CONDITIONS OF SERVICE

The College standard Contract of Service for support staff applies.

## SALARY

Trainee Scale: £17,190.00 per annum.  
(National Minimum Wage)

## HOURS

Hours of attendance: Full time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and centre closures.

*The College reserves the right to direct up to five days of your annual year entitlement for efficiency purposes.*

***Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent level), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
A Degree, or professional qualification which is appropriate to the role.		✓
Excellent IT skills using the MS Office package, particularly Excel and Word.	✓	
Experience of working within administration or recruitment.		✓
The ability to work under pressure in a daily fluctuating environment.	✓	
Confidentiality.	✓	
Excellent communication and interpersonal skills.	✓	
Enthusiasm and a positive attitude to improving the quality of service.	✓	
An approachable, friendly and can do manner.	✓	
Excellent time-management and organisational skills: The ability to plan ahead, manage multiple deadlines, prioritise workloads, and respond to planned and ad hoc demands.	✓	
Ability to maintain a high level of accuracy.	✓	
Strong teamwork skills.	✓	
Evidence of proactivity in the workplace, and the ability to embrace and adapt to change to bring about continued improvements.	✓	
Full driving license and access to own vehicle.		✓