



Job Description

Park Academy West London is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

HR Assistant Apprentice

Salary range: Dependent on age
40 hrs p/w ~ term time only

Line Manager: PA to the Principal/Office Manager/HR

Job Purpose

- To assist the HR Manager with the day-to-day operations of the Academy's HR functions and responsibilities, providing an efficient and effective service for Academy staff.
- To provide administration support to the HR Manager and the Administration Team.
- To work as part of the Administration Team and contribute to the achievement of its objectives.

Responsibilities and Tasks

Main areas of responsibility

- To observe, learn and gain understanding of the processes within the HR Department and to be aware of any changes to ensure that up to date procedures are maintained.
- To maintain confidentiality at all times.
- To provide administrative support to the recruitment process.
- To assist with the organisation of the interview programme/schedule including distribution of interview materials and documents.
- To support the interview panel throughout the interview process as required.
- To be the first point of contact for interviewees, dealing with enquiries as required.
- To assist with the production and issue of offer letters and employee contracts.
- To assist with the collection of all required pre-employment checks, request and ensuring receipt of references, medical questionnaires, qualification evidence and identification documents including right to work in the UK.
- To ensure relevant personnel are informed of new starters.
- To assist the HR Manager on the induction process/programme for new employees liaising with relevant managers.
- To assist with new staff being issued with ID Card, relevant keys and fob to the rooms and areas they require access to during their employment at the academy.
- To receive and process reference requests for current/previous staff in conjunction with the HR Manager.
- To assist with producing acknowledgement letters to staff who have submitted their resignation.
- To assist with staff leaver appointments for their exit interview.
- To assist with the collection of academy property from those staff leavers.
- To support and prepare, as required, management reports on employee-related data to assist with the management and development of staff.
- In the absence of the HR Manager, to escalate issues of concern to the appropriate senior manager.
- To provide general administration support to the HR Manager and the Administration Team as required including filing, telephone answering, scanning, photocopying and emails.
- To be aware of the Academy's HR Policies and their content in order to direct employees to the appropriate policies and procedures.
- To assist the HR Manager in providing administrative support to line managers in HR processes, including note taking at investigations or formal meetings.
- To support with the development and implementation of projects as required.
- To assist with the management of the staff absence system, maintaining the self/medical certification process, providing statistical information and generating reports for the HR Manager as required.

- To assist with the input and maintenance of HR data on all employees on relevant electronic systems.
- To manage the training, probationary review, and holiday electronic recording systems.
- To provide general advice on HR matters, referring, where appropriate, to the HR Manager.
- To maintain the manual personnel files including maintaining the archive.
- To assist when required with the School Workforce Census return.
- To liaise with payroll when required, i.e. directed by the HR Manager or the Principal.

Key requirements

- Excellent organisational and planning skills with outstanding attention to detail
- Computer literacy in Office and SIMs
- Experience working within a busy office environment
- An ability to deliver to give timelines and targets
- To use initiative and adopt a creative approach to problem-solving
- Aptitude and desire to work collaboratively, flexibly, supporting others

General Responsibilities

- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Person Specification

HR Assistant

1. Qualifications	Essential	Desirable
Good general level of education including competence in literacy and numeracy.	✓	
Excellent communication, numeracy and computer skills	✓	
Experience of computer based database record systems.	✓	
Minimum of 2 years clerical/administrative experience including contact with a range of customers/clients.		✓
Relevant administration qualification (NVQ L1/L2 and or ECDL)		✓

2. Skills and Knowledge	Essential	Desirable
Ability to act on own initiative with minimal supervision to meet deadlines set or negotiated.	✓	
Ability to demonstrate tact, confidentiality, commitment and flexibility.	✓	
Ability, flexibility and willingness to work as part of a team with a number of professional and administrative staff.	✓	
Willingness and ability to manage own time and take full responsibility for work produced.	✓	
Ability to keep accurate and relevant records	✓	
Ability to work under pressure.	✓	
Willingness to accept training and develop new skills in key areas of the job.	✓	
Awareness of current developments in education.		✓
Ability to be proactive and use own initiative be creative and think beyond the obvious solutions.	✓	
Understanding of confidentiality and integrity when handling student information.		✓
Flexibility and willingness to help out where needed	✓	

3. Experience	Essential	Desirable
Experience of working within a school setting.		✓
Experience of working with young people, parents, carers, teachers	✓	

4. Personal Qualities and Values	Essential	Desirable
Ability to communicate effectively at all levels, verbally and in writing.	✓	
Ability to relate well to children and adults – approachable and flexible	✓	
Excellent telephone manner and ability to deal with enquiries as required with minimal supervision.	✓	
Methodical approach to work and the ability to prioritise.	✓	
Able to work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓	
Ability to show initiative and enthusiasm	✓	
A commitment to safeguarding and promoting the welfare of children and young people.	✓	

A belief that the needs of students come first.	✓	
A desire to work with young people and to support their education and achievements.	✓	
Professional approach.	✓	
Able to demonstrate discretion, confidentiality and commitment.	✓	
Able to liaise sensitively and with parents/carer recognising their role in the student learning.	✓	
A commitment to equality of opportunities.	✓	
Non-judgmental disposition	✓	
Confident approach working with young people	✓	
Excellent attendance and punctuality	✓	
Flexible and good humoured approach.	✓	

Note:

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.