



## JOB DESCRIPTION

JOB TITLE	HR Assistant
SALARY GRADE	£25,675 - £27,707
RESPONSIBLE TO	Trust Chief Finance Officer
HOURS OF WORK	37.5 per week (Term Time only plus weeks will be considered)

### Role Purpose

To support the Chief Finance Officer (CFO) by undertaking duties across a range of HR & Payroll activities supporting the employee lifecycle, attendance management, delivering a service that is efficient, supportive and legally

### Main Duties and Responsibilities

- Recruitment and selection – liaise with external advertising agencies for adverts, prepare packs for short listing, send out invite to interview letters and request and chase references, ensuring Safer Recruitment practices are adhered to and all pre-employment checks are completed for appointed candidates;
- Process new appointments and changes to existing employment contracts using established templates and pro formas, including issuing of offers of employment and statements of particulars;
- Keep up to date and accurate attendance records for all staff, ensuring return to work meetings are completed following all staff absences;
- Arrange occupational health referrals as required, ensuring appropriate documentation is collated and any actions required are undertaken;
- Organise and minute take at meetings, providing confidential administrative support to the CFO
- Deal with day to day enquiries on HR/payroll issues;
- Process Disclosure and Barring Services checks, including staff checks and checks on volunteers and visitors to the academy;
- Maintain the Single Central Record, with oversight from the HR Manager
- ➤ Preparation and maintenance of statistical returns/databases/records
- To undertake any other duties commensurate with the role.



### Probation Period

Post holders who are new to the Trust will be subject to a probation period of 6 months. The probation period provides a structured framework to ensure employees are inducted into the Trust and understand the standards expected of them in terms of performance, attendance and behaviour.

### Person Specification

This person specification will be used when shortlisting candidates for interview.

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

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Where the post holder discloses that they have a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

	Essential /Desirable	Method of Assessment
<b>Qualifications</b>		
CIPD Level 3 qualification	Essential	AF, C
Degree qualification	Desirable	AF, C
<b>Experience</b>		
Experience in a generalist HR role	Essential	AF
Experience of supporting with employee relations issues	Essential	AF, I
Experience of using HR systems	Essential	AF
Experience of working in an education setting	Desirable	AF
Experience of working in a fast paced environment with the ability to respond positively to high work demands	Essential	AF, I
Experience of using standard office software packages e.g. Microsoft Office, Word, Excel, etc.	Essential	AF, T
<b>Knowledge &amp; Skills</b>		
A good understanding of all aspects of the HR function	Essential	I
A good working knowledge of employment law	Essential	I
An ability to analyse and provide useful commentary on HR data	Essential	I, T
Ability to work autonomously on own initiative and manage own workload	Essential	I



Flexibility to work with changing priorities with competing demands	Essential	I
Excellent administrative skills, including the ability to provide professional and personable correspondence	Essential	AF, I
Outstanding organisational skills and attention to detail	Essential	I
Confident communicator with excellent interpersonal skills	Essential	I
Ability to establish good professional relationships with staff at all levels	Essential	I
<b>Personal</b>		
Enthusiasm and commitment	Essential	I
Ability to work to defined deadlines	Essential	I
Patience and persistence	Essential	I
Good team player	Essential	I
Enhanced DBS Clearance	Essential	PEC
Can evidence proof of right to work in the UK	Essential	I
Minimum of two appropriate references	Essential	AF, R

- AF – Application Form
- T – Test
- I – Interview
- C – Certificate
- R – Reference
- PEC – Pre-Employment Checks

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

#### Staff Benefits

- Access to Staff Employee Assistance Programme & other staff wellbeing services
- One additional 'Flexi-Day' of paid leave that can be taken during term time after 6 months' service
- Free On Site Parking
- Cycle to Work Scheme & On Site Bike Storage
- On Site Gym & Changing Room Facilities
- Electric Car Chargers
- Staff Bistro
- Free Tea & Coffee
- Free eye test & a contribution towards glasses for DFE users
- Westfield Health Care

#### Payroll & Pension

- You will automatically become a member of the Local Government Pensions Scheme (unless you opt out)
- Staff are paid by BACS transfer into their bank account on the last working day of the month, unless notified otherwise



## Safeguarding

DBS	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview you will be asked to supply further information, which will include spent convictions.
Online Searches	Any candidate selected for shortlisting may be subject to an online search as part of our due diligence. Online searches do not form part of our shortlisting process, however any issues of concern that come up during an online search may be discussed with the candidate at interview.