

Job Description

Post:	HR Assistant
Salary Grade:	Band 7
Responsible to:	Head of HR and Organisational Development

Key Purpose:

1.	The post holder will report directly to the Head of HR and Organisational Development to provide a proactive, high quality and cost effective HR service to the College in line with HR policy, procedures and best practice. To work flexibly and collaboratively with other colleagues in the HR team.
2.	To provide efficient and confidential HR support, demonstrating a high level of professionalism and confidentiality at all times and prioritising tasks to meet competing deadlines.
3.	To work in line with the HR strategy and the College’s strategic aims delivering a full range of HR activities with a focus on Staff Development, Absence and Recruitment.

Responsibilities:

1.	To participate in key College processes as required.
2.	To act at all times in accordance with College policies e.g. Health and Safety and Equality & Diversity.
3.	To work flexibly in the interests of the College as required.
4.	To participate in performance reviews and to undertake Staff Development activities as appropriate.
5.	To be responsible for promoting the safeguarding and welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

A.	To undertake all generalist HR duties relating to Staff Development, Absence and Recruitment and act as ‘first point of contact’ to managers and staff for HR related matters.
B.	To minute confidential meetings (e.g. disciplinary/grievance meetings) accurately and in a timely manner.
C.	To develop and maintain accurate and efficient electronic and paper filing systems, be responsible for ‘records management’ including archiving, ensuring all college processes and systems function effectively.
D.	To support and assist the Head of HR and Organisational Development and other HR colleagues on a range of HR projects and initiatives. Audit all employees eligible for annual pay progression and to ensure they have completed all mandatory training and performance reviews.

E.	To maintain and provide statistical and management information and produce reports for the Head of HR and Organisational Development.
F.	To raise purchase orders and reconcile invoices on the EBIS Finance system for recruitment and advertising costs, recruitment agencies, training courses, occupational health and welfare initiatives in accordance with college financial procedures.
G.	To organise and manage staff events e.g. stress awareness, charity events, and events in co-ordination with relevant external agencies.
H.	To be responsible for keeping the Single Central Record up to date.
I.	To instruct payroll regarding changes and working to strict deadlines. Ensure HR Advisors are aware of temporary end dates in the current month to avoid over and underpayments.
J.	To respond to email and telephone enquiries regarding employee references, ensuring all financial and non-financial reference requests are completed in a timely manner.
K.	To ensure key employee data is accurate on staff records (i.e. probation completions, change of address, change of bank details etc.).

Staff Development

L	To provide information to staff on appropriate and available training and development activity, to ensure that course information is sent to staff on time and to the required standard.
M	To record, maintain and report on all training and development activity: including logging mandatory requirements, attendance, costs and feedback, answering queries and generating reports to assist planning and the coordination of training related pay progression.
N	To arrange mandatory full staff conference days and induction days, internal and external training events by booking venues, liaising with trainers and delegates, supplying training materials, setting up, meeting and greeting participants (requires travel between all College sites and potentially external venues), attending training as required and providing feedback.
O	To be responsible for designing staff development posters, handouts, and college certificate templates.
P	To provide support for the collection, collation and analysis of statistical information to monitor and report on the impact and evaluation of staff development and other HR activities.
Q	To contribute to CPD planning and organisation.

Recruitment

R	To be responsible for the College's recruitment processes, by developing job descriptions, designing and publishing internal and external advertisements on the College website, checking application forms, shortlisting and preparing relevant application packs ensuring compliance with Equal Opportunities legislation.
S	To facilitate interview arrangements, notifying candidates and preparing and issuing relevant documentation and ordering hospitality as requested, to strict deadlines.
T	To prepare and issue offer packs and issue relevant paperwork for all new starters, ensuring all necessary pre-employment checks are complete and conform with current employment legislation, including List 99 checks, Right to Work and DBS Risk assessments. Ensuring that DBS checks are undertaken in accordance with the DBS Code of Practice.

U	Support managers with regards to recruitment best practice and keeping them informed on the progress of their recruitment.
V	To be responsible for preparing contracts of employment and contract amendments for existing staff, issuing relevant paperwork from contractual changes and appointment forms, preparing leaver documents and calculating annual leave.

Absence

W.	To be responsible for taking inbound absence calls/emails and accurately logging onto the HR System and advising staff of the reporting procedure throughout their absence.
X.	To prepare and issue relevant paperwork inclusive of welfare letters, half pay notification letters, and process occupational health referrals in a timely manner.
Y.	To support the HR Business Partners and managers in managing sickness absence by keeping them informed on the progress of employees on long term sickness absence and monitor RTW completion rates.
Z.	To ensure annual leave, maternity, paternity and adoption cases are recorded and processed effectively and that employees are kept fully informed of their entitlements.
Z(i)	To be responsible for coordinating agency cover needs, including ensuring that all agency staff have had a DBS check and that the information is maintained and stored correctly.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Person Specification – HR Assistant

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualification	1 5 GCSEs Grade C or above (or equivalent) to include Maths and English.	Application/ Certificate	a Recognised HR Qualification	Application/ Certificate
Professional Development	2 Demonstration of an ongoing commitment to professional development.	Application		
Experience	3 Experience of working in a busy office environment.	Application	b Experience of working within a Human Resource environment	Application/ Interview
	4 Experience of using IT software and packages including Microsoft Word, Outlook, Excel and PowerPoint packages.	Application/ Test	c Experience of using HR software and packages	Application/ Interview
	5 Experience at dealing with people at various management levels both internally and externally to the organization.	Interview		
	6 Experience of collating information from a variety of sources and producing reports.	Interview		
	7 Experience of organising and prioritising own workload on a day-to-day basis	Interview		
8 Experience and willingness to work to tight deadlines	Interview			
9 Experience of taking minutes	Application/ Test			
Knowledge	10 Knowledge of best practice in specific HR areas (Recruitment and Selection, Staff	Application/ Interview	d Knowledge of best practice in specific HR areas (Capability, Disciplinary and Grievance)	Application/ Interview

	Development, Absence Management)		e Knowledge of Sixth Form College Pay terms and conditions of service	Application/ Interview
	11 Knowledge of Safeguarding and DBS processes and procedures	Application/ Interview		
Skills/ Qualities	12 Excellent communication skills (written and oral)	Application/ Interview		
	13 Good attention to detail	Application/ Interview		
	14 Ability to work on own initiative	Interview		
	15 Ability to act diplomatically, professionally and with discretion, maintaining confidentiality at all times	Interview		
	16 Ability to work under pressure whilst maintaining accuracy and meeting deadlines	Application/ Interview / Test		
	17 Excellent customer service skills	Interview		
	18 To be able to create good working relationships with internal and external partners (e.g. ICT, Finance, and external providers)	Application / Interview		
	19 Problem solving skills and the ability to innovate and introduce improvements in all aspects of the role.	Application/ Interview		
	20 Able to carry out simple calculations, e.g. sickness entitlement, annual leave entitlement	Test		

Other	<p>21 A commitment to the College's ethos, value and objectives.</p> <p>22 Demonstration of proactive support for equality, diversity and inclusivity.</p> <p>23 A commitment to safeguarding and promoting the welfare of learners</p> <p>24 DBS check acceptable to College will be undertaken for successful application</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Appointment</p>	<p>f Hold a current full UK Driving Licence</p>	
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