**Job Description**

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title:** Human Resources Assistant | **Salary Range:** Grade 3 SCP 20-28 |
| **Accountable to:** Business Manager, Headteacher, SLT, CORE Education Trust | **Working Hours:** Monday– Friday, 36.5 Hours (52 weeks) |

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

**Job Purpose/Responsibilities**

The post holder will administer, organise and manage the delivery of Human Resources support and arrange cover for absence of teaching staff.

**Main Duties**

* To undertake the efficient and accurate preparation, input and maintenance of information and data into the personnel systems operated by the School in accordance with agreed procedures and regulations.
* To be responsible for the school sickness line and arrangements for cover of absent teachers by the Cover Team or outside agencies where necessary.
* To update and maintain the cover information system on a daily basis including the liaison with staff in relation to daily cover matters.
* Support the Business Manager in maintaining staff sickness and absence records.
* Support the Business Manager to create, maintain and update confidential HR records for all staff.
* Provide help and advice to staff and external parties as and when required in relation to personnel matters.
* Support the Business Manager in providing regular HR reports as directed.
* To provide support to the Business Manager in relation to recruitment processes and safeguarding matters.
* Make arrangements for school recruitment interviews, including organising lesson observation and scheduling interviews.
* Undertake duties in connection to the school recruitment procedures, including placing job adverts; collating job applications; requesting references.

**Other Duties**

* Provide advice and training to staff on relevant procedures.
* To promptly deal with relevant correspondence and maintain an efficient system for all data.
* Participate in any School staff review/performance management processes involving the identifying and meeting of training needs for self and others.
* To contribute to School Policies as and when appropriate.
* Pursue the achievement and integration of equal opportunities throughout all School activities.
* Undertake any other tasks and responsibilities appropriate to the level of this post as required by the Business Manager.
* To support the monitoring, evaluation and continuous review of the quality and effectiveness within the Academy.
* To support the collaborative work across each year within the Academy.
* To carry out any other reasonable duties as directed by the Headteacher.
* Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder’s salary grade, abilities and aptitudes.

**Safeguarding**

The jobholder is expected to observe their obligations in accordance with the Core Educational Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person’s welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder’s line manager

**People**

No responsibility for staff. The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description.

**Staffing**

No responsibility for staff.

**Financial**

No financial responsibility other than a responsibility to report to the Headteacher, Executive Headteacher or Chair of Governors any financial risks identified e.g. cash not secured, potential theft or impropriety.

**Physical Resources**

The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

**Special Conditions of Employment**

**Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

**Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager and must be observed.

**Equality and Diversity**

CORE Education Trust is committed to equality and values diversity. As such it is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

**Training and Development**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

**Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

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| **Job Description Reviewed By: Headteacher**  **Date: 14th February 2019** |

**Person Specification**

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| **Job Title**: Human Resources Assistant | **Salary:** Grade 3 SCP 20 – 28 | **Location**: Rockwood Academy |

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

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|  | **Essential** | **Desirable** |
| **Education, Training and Qualifications**   * GCSE English and Maths (grades A\*-C) or equivalent | X |  |
| **Experience, Knowledge, Skills & Competencies**   * Substantial experience of working within an office environment * Experience of working within a school * Experience of a wide range of administrative functions * Competent in using ICT packages such as Microsoft Word /Excel and database systems (SIMS) including mail merge * Knowledge of the law relating to education and child care | X  X  X | X  X |
| **Personal Attributes**   * Resilience, the ability to work under pressure and be able to meet deadlines * Ability to think creatively and to prioritise * Excellent communication skills (including written, oral and presentation skills) * Excellent interpersonal skills * A commitment to CORE Education Trust’s values, aims and the objectives of its academies programme | X  X  X  X  X |  |

**Part 7 of the Immigration Act (2016) ‘An ability to fulfil all spoken aspects of the role with confidence through the medium of English’ or ‘The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post’**