

JOB DESCRIPTION
HR ASSISTANT

POST HOLDER:

RESPONSIBLE TO: HR Business Partner

LINE MANAGEMENT OF: N/A

WORKING HOURS: 37 hours per week
Whole Year (52 weeks)

WORKING PATTERN: Monday to Thursday 8am to 4pm, Friday 8am to 3:30pm

SALARY: FMAT Scale SC4

HOLIDAY ENTITLEMENT: A paid entitlement of 25 days annual leave and 8 statutory bank holidays

JOB PURPOSE

To support the HR team on a daily basis with HR-related matters and provide a confidential HR administration service. To be the first port of call for any queries, e.g. telephone and e-mail queries, and to deal with incoming queries as appropriate.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the HR Director and the HR Business Partner than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

1. Be the first port of call for all incoming queries, verbal and in writing, and respond to these where appropriate or escalate these to the relevant colleague as necessary.
2. Provide an all-encompassing HR administrative service including copying, filing, updating the HR system, setting up new starters fully on the HR systems.
3. Keep personnel files up to date and file documents promptly.
4. Keep up to date absence records for all staff on a daily basis.
5. Track and monitor staff absence ensuring that return-to-work meetings and informal meeting are carried out, the correct certification is received and alert the HR Advisor promptly when triggers are hit; record and file the documentation as appropriate. Chase outstanding certification and documents as necessary.
6. Arrange occupational health assessment, complete forms and request GP reports as instructed by the HR Advisor.
7. Be responsible for producing reports/graphs, e.g. on absence, probation stages/completion etc., on a regular basis for meetings.

8. Ensure that probation reviews are carried out in a timely manner, documentation is fully completed and processed/filed accordingly. Escalate any probation concerns to the HR Advisor at an early stage.
9. Attend internal stage 1 and 2 employee relation meetings, e.g. probation, sickness etc., as appropriate.
10. Keep up to date records of holidays worked for relevant support staff and issue the documentation to appropriate staff. Advise relevant line managers termly on outstanding balances. Escalate any concerns to the relevant line manager as well as the HR Advisor.
11. Keep up to date records of 'plus days' worked and escalate any concerns to the relevant line manager as well as the HR Advisor.
12. Complete reference requests in conjunction with the HR Business Partner and the Head of Academy.
13. Acknowledge resignations under the guidance of the HR Advisors and ensure that exit interviews are completed and, where necessary, undertake exit interviews.
14. Copy the relevant 'hearing packs' for employee relation meetings and send them as instructed by the HR Advisor.
15. Carry out administrative duties as directed by the Recruitment and Retention Advisor, such as issuing of conditional offer letters, contracts, updating job descriptions, training day paperwork, performance management paperwork, apprenticeship paperwork and general correspondence.
16. Under the direction of the Recruitment and Retention Advisor, chase signatures and file the documents listed under point 15.
17. Support the Recruitment and Retention Advisor with recruitment initiatives and during peak periods.
18. Support the Recruitment and Retention Advisor carrying out DBS and other relevant right to work checks.
19. Taking notes at meetings.
20. Support the Payroll & Systems Manager as required.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the HR Director may from time to time determine.

I have read and accept this job description.

Signature: _____

Print Name: _____

Date: _____

**PERSON SPECIFICATION
HR ASSISTANT**

The person 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's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓	
CIPD Level 3 Foundation Certificate in Human Resources Practice or Diploma of Business Administration – Level 2 or IT Skills and Office Administration - Level 2 or equivalent	✓	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Fully proficient in typing, keyboarding and note taking accurately	✓	
Good planning and time management skills, confident working within restricted timescales, well developed organisational skills	✓	
Recent experience in an administrative role, ideally in a HR department	✓	
Good knowledge of standard office procedures and equipment	✓	
Experience of working in a HR department		✓
Good knowledge and understanding of safeguarding requirements in a school setting		✓
Experience of working in HR in the education sector		✓
An understanding of terms and conditions of employment in schools		✓
Proficient user of systems		✓

Personal qualities and attitudes	Essential	Desirable
Pleasant and confident telephone manner	✓	
Excellent administrative skills	✓	
Excellent attention to detail and ability to work to the required standards of accuracy and presentation	✓	
Ability to prioritise and deal with conflicting demands	✓	
Good verbal, listening, literacy and written communication skills	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Ability to follow set procedures	✓	
Have an openness to learning and change	✓	
Be sympathetic to the needs of others	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude incl. safer recruitment training, compliance for schools training	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to meetings if required	✓	