

HR Assistant

Responsible to: HR Manager
Responsible for: n/a
Salary grade: Band B
Job family: Business Services – Human Resources

Purpose and Vision

At UKAT, our purpose is to cultivate a talented and diverse workforce that drives our continued success and innovation. We envision a workplace where every individual is empowered to thrive, contribute their unique perspectives, and grow professionally. As an HR Assistant, you play a pivotal role in realising this vision by assisting with recruitment processes that attract top talent, fostering a positive and inclusive work environment, and contributing to the overall effectiveness of our HR team.

Key responsibilities

The primary responsibility of this role will be to assist with recruitment activities, ensuring that our hiring processes are efficient, effective, and compliant with company policies and regulations. In addition to recruitment support, the HR Assistant will have the opportunity to engage with various aspects of HR practice and contribute to the overall effectiveness of the HR team.

Recruitment Support:

- Assist with drafting job descriptions, posting job ads, sourcing, and creating selection activities and managing job postings on various platforms.
- Maintain relationships with external stakeholders for the purpose of talent streaming.
- Screen applications to identify qualified candidates for open positions.
- Coordinate interviews, including scheduling, preparing interview materials, and communicating with candidates.
- Conduct initial assessments to evaluate candidate suitability.
- Complete reference checks and background screenings for selected candidates.
- Maintain accurate and up-to-date recruitment records and documentation.
- Manage the Recruitment email account.
- Responsibility for first line enquiries regarding recruitment.
- Maintain a compliant and up-to-date preferred supplier list for recruitment.

HR Administration:

- Provide administrative support to the HR team, including filing, data entry, and maintaining HR databases.
- Assist with employee onboarding and orientation processes.
- Help organise and facilitate HR-related meetings and events.
- Respond to employee inquiries regarding HR policies, procedures, and programs.
- Support HR projects and initiatives as assigned.

Compliance and Procedures:

- Ensure compliance with company policies, procedures, and legal requirements throughout the recruitment process.
- Assist in the development and implementation of recruitment policies and procedures.
- Monitor and maintain recruitment metrics and reports to track progress and identify areas for improvement.
- Contribute to the continuous improvement of recruitment processes and procedures.

Social Media Engagement:

- Utilise social media platforms effectively to enhance the company's employer brand and attract top talent.
- Monitor social media channels for recruitment opportunities and engage with potential candidates.
- Contribute to the development of social media recruitment strategies to reach target audiences.

Organisational Citizenship

- To proactively participate in the whole staff performance management process.
- Display civic virtue and act as a role model for all stakeholders.
- To maintain an awareness of how your own role contributes to the organisational objectives and vision.
- To always adhere to professional and staff codes of conduct.
- As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
- All staff are responsible for safeguarding the protection of students within their individual role. UKAT employees will therefore ensure complete commitment and compliance with safeguarding policies, procedures, and training, and will promote the welfare of children and young people.

Skills & Attributes

At UKAT the job skills and attributes listed for each job role serve a dual purpose. They may be used for shortlisting and/or selection activities for candidates but may also be used by existing employees to target their development needs if aspiring to a new role.

Existing employees may access additional information via UKAT Unique People.

Attribute	Critical	Desirable
Education	<p>Level 2 qualifications such as, but not restricted to</p> <ul style="list-style-type: none"> • GCSEs • IGCSEs • BTECs • Intermediate apprenticeships • NVQ 2 <p>Whilst this is a critical requirement, candidates without formal qualifications, but with sufficient experience may be considered</p>	<p>Level 3 qualifications such as, but not restricted to</p> <ul style="list-style-type: none"> • A levels • International Baccalaureate • T Levels • BTEC Diploma or Certificate • Advance apprenticeship • NVQ 3 • CIPD Foundation qualification
Experience	<ul style="list-style-type: none"> • Proven experience in an administrative role • Proven experience of working with confidential information 	<ul style="list-style-type: none"> • Experience of working in an HR position • Experience of working in a recruitment position • Familiarity of working in a marketing or engagement role
Technical skills	<ul style="list-style-type: none"> • Proficient user of Microsoft Office suite. • Understanding of Belonging, Equality, Diversity, and Inclusion. • Proficient user of communication tools, such as email, instant messaging, and Teams. • High degree of confidentiality. 	<ul style="list-style-type: none"> • Database management. • Understanding of data analysis. • Basic understanding of employment law • Document management. • Knowledge of social media platforms and their use in recruitment
Power skills	<ul style="list-style-type: none"> • Consistently maintains a high level of detail across tasks with minimal supervision. • Handles routine customer queries independently with minimal escalation, strives for customer satisfaction. • Follows prescribed procedures with guidance, relies on established guidelines for decision-making. • Demonstrates flexibility in handling challenging situations, adjusts approach as needed. • Meets deadlines with reminders and guidance, requires support in managing workload. • Demonstrates basic understanding of numerical concepts, requires support in data analysis. • Plans own tasks effectively, prioritises tasks based on urgency and importance. • Aware of organisational policies and procedures, follows them with minimal supervision. • Drafts technical documentation with limited supervision • Demonstrates basic technical or practical skills with guidance and supervision 	