

Name		Alec Reed Academy Job Description
Date drafted	December 2023	
Date reviewed		



**ALEC REED
ACADEMY**
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Human Resources Assistant
Location/work base	Central Office
Grade/hours	36 hours per week, Monday to Friday, year round working
Reporting to:	The Board of Trustees through the Principal
Line Manager:	Human Resources Manager
Posts directly supervised:	
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

The main purpose of the role is to work as a team member playing a vital role in providing administrative support, assistance and advice to the HR Manager in providing an efficient and effective HR service. Key responsibilities of the role include assisting the HR Manager in recruitment administration, leading on delegated recruitment drives, input of absence information and management of workflow, maintenance of the Single Central Record ensuring all onboarding compliance is in place for staff in a timely and accurate manner in line with safeguarding procedures. Maintaining confidentiality and sensitivity of information acquired while undertaking duties is fundamental.

The responsibilities of the Human Resources Assistant include:

- *Recruitment:*
 - Assist the HR Manager in recruitment administration including downloading and sharing applications, preparing interview schedules, booking facilities, and securing references
 - Ensure recruitment panels meet and are conducted in accordance with the requirements of Safer Recruitment; be prepared to advise the Panel of any departures or potential departures from the guidance during the recruitment process
 - Leading on delegated recruitment drives from start to finish including advertisement documentation and promotion, organisation of interviews inclusive of being on the interview panel as a designated 'Safer Recruitment' attendee, contract writing and HR induction on commencement
 - Support the HR Manager on interview days to ensure smooth running of the schedule.
- *Starters and Leavers:*
 - Administration and maintenance of the Single Central Record (SCR) in line with Keeping Children Safe In Education Regulations and OfSTEd e.g. ensuring all contracts of employment and references are returned; pre-employment questionnaires and probationer reports completed
 - Request Disclosure and Barring Service (DBS) applications and complete Barred List checks for new staff, ensuring timely and accurate application in line with safeguarding procedures
 - Proactively identifying any documentation and/or SCR fields that are outstanding and/or risks identified; ensuring necessary risk assessment documentation is processed and HR Manager alerted
 - Each half term review contractors, placements and volunteers to ensure record is current
 - Support the HR Manager with the staff induction process including delivery of these whilst ensuring the probation process is managed effectively
- *Absence:*
 - Administration of absence information including sickness and other absence is recorded accurately on iTrent and/or workflows authorised in a timely manner
 - Contact staff to inform of any unpaid leave and update payroll accordingly
 - Issue self-certification & return to work forms ensuring they are completed accurately and returned in a timely manner by staff;
 - Ensure accurate tracking and maintenance of staff absence records in conjunction with legal obligations e.g. obtaining 'Statement of Fitness for Work'
 - Support the HR Manager with Absence Management in terms of contacting line managers alerting them to staff who need meetings, advise and support with relevant templates and personalised staff absence reports, maintain the Absence Management control ensuring that it is current and line managers follow through with the process
 - Write to staff who fail to follow absence procedures correctly, reminding them of the policy and referring repeat offenders to the HR Manager.
- *Vehicle Permit:*
 - Maintenance of the Vehicle Permit spreadsheet ensuring Security are periodically updated
 - Issue correct permits and temporary priority spaces for staff and parents.
- *General:*
 - Ensuring to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
 - Undertake Safer Recruitment Training for yourself and refresher training when advised/expired
 - Support with the day to day HR service provision, working collaboratively with the HR Manager in providing support to staff, line managers and Academy Leadership Team on HR policies, processes and system queries
 - Support managers in robustly managing and supporting employees in line with policies
 - Support managers with holding conversations with staff on a range of HR matters in accordance with HR policies
 - Diarise and book training for all staff, liaising as necessary with the Associate Principal
 - Ensure knowledge of all HR policies and advise staff on routine, escalating more complex issues to the HR Manager
 - Support the HR Manager to ensure compliance with GDPR including regular checks in line with policy
 - Support the HR Manager to ensure timely reporting for the Schools Workforce Census
 - Manage the HR email inbox and file all HR paperwork in personal files
 - Coordinate the provision of references for current and previous staff in line with the Equality Act (2010)
 - Note taking when necessary e.g. disciplinary and grievance hearings
 - Work flexibly within the Central Office as a key member of staff, supporting with non-HR tasks when time permits
 - Maintain confidentiality of information acquired in the course of undertaking duties
 - Any other ad hoc work deemed reasonable by your line manager and/or Principal & CEO
 - Whilst at work, take reasonable care for the health & safety of yourself and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy workplace.

