



## JOB DESCRIPTION – HR Assistant

**Responsible to:** Head teacher and Governing Body

**Line Manager:** HR Lead

**Purpose:**

- To ensure the smooth running of the HR Administration function, by providing a professional, confidential and effective service.
- Support the HR Lead in managing the school's recruitment procedures
- Managing the safer recruitment practices, and ensuring the SCR is accurate.

**Working Time:** 25 hours a week, 8am – 3pm (45 mins lunch) 6.25 hrs per day. Term Time plus 15 days (includes 3 INSET days)

**Salary/Grade:** Band 3, Pt 6 – 11 (£25,183 - £27,269 FTE), Actual salary (£15,705 - £17,005)

**Disclosure Level:** Enhanced

### MAIN (CORE) DUTIES

- Assist the HR Lead with the day to day running of the HR Department

#### Recruitment

- Support the recruitment and selection process, including advertising, supporting Line Managers with short listing, arranging interviews, site tours and hospitality if required.
- Responding to all recruitment enquiries in a timely manner
- Owning and managing the full on-boarding process for new starters, including right to work, reference checks, pre-employment medical checks and education certificates are collated. Ensuring employees are signed up to the DBS update service and comply with safer recruitment practices.
- Responsible for the accuracy of SIMS, adding new starters, keeping records up to date
- Supporting the HR Lead with the drafting of contracts, offer letters, changes to terms and conditions and other written communications and ensuring they are to a high standard and produced in a timely manner.
- Printing of ID cards for new starters.
- Scanning all documents to their new electronic personnel file
- Supporting the administration process for staff inductions and allocating training where necessary
- Managing the collation of interview packs, and ensuring they are disposed of in line with GDPR
- Complete necessary annual training to support Safer Recruitment

#### Absence management

- Conduct welfare calls
- Complete return to work interviews



- Ensuring all absence is recorded accurately on SIMS
- Flagging employees that have hit trigger to the HR Lead

## Probation

- Administration of the probation process, ensuring forms are completed in a timely manner and any issues are raised with the HR Lead.

## Administration

- Transferring paper files to an electronic based format
- Maintaining personnel files ensuring they comply with GDPR, and that electronic filing is completed in a timely manner.
- Updating SCR; New staff, Leavers, Governors, Agency staff, volunteers.
- Owing and managing the full off boarding process for leavers
- Ensure annually that all employees are updated on the update service
- Carry out data entry and data cleansing tasks when required
- Support the preparation of monthly reporting to SLT
- Liaise with payroll regarding starters, leavers etc
- Preparing letters
- Managing Annual leave for those on full time contracts
- Manage the staff driving list
- Minute taking in meetings
- Support HR Lead on any appropriate people projects
- Administer the annual workforce census, review and correct errors

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but following consultation with the post-holder may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title

## HEALTH AND SAFETY RESPONSIBILITIES

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware



- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder



## PERSON SPECIFICATION – HR Assistant

QUALIFICATIONS	Essential	Desirable
Educated to minimum level 2/3 or 5 GCSEs with grades 9 to 4 OR A* to C (or equivalent) including English and Maths	•	
Willingness to undertake further CPD in HR such as CIPD Level 3/5		•
Commitment to undertaking further training and development	•	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Experience of working in a school environment		•
Minimum of one year’s experience in a similar role and providing an efficient and accurate administrative service	•	
Proficiency in Microsoft office Suite (Word, Excel, PowerPoint, Outlook) through worked experience	•	
Experience of using SIMS or similar database		•
Experience with Safer Recruitment		•
Understanding of HR Processes and full employee lifecycle		•
Basic understanding of HR principles and employment legislation		•
Knowledge of core HR processes such as recruitment, payroll, absence management, and maintaining employee records.		•
<b>SKILLS AND ABILITIES</b>		
Excellent verbal and written communication skills, with the ability to draft clear and concise documents and correspondence, adapting their style to suit the audience.	•	
Excellent interpersonal skills with the ability to develop effective and supportive relationships with colleagues, both internally and externally	•	
Exceptional organisation skills with the ability to manage multiple tasks simultaneously and to take responsibility for own actions	•	
Excellent time management, prioritising workloads, adapting to changing demands to meet deadlines and ability to keep calm under pressure	•	
A starter/finisher, able to be proactive in seeking solutions to enable conclusion of tasks	•	
Ability to maintain strict confidentiality at all times	•	
Ability to enter data accurately and efficiently	•	
Able to use initiative and pay attention to detail	•	
Ability to work under pressure and to deadlines	•	



Excellent telephone manner	•	
Ability to work constructively as part of a team as well as independently	•	
<b>OTHER</b>		
Commitment to the safeguarding and welfare of young people	•	
Demonstrates a strong commitment to promoting equality, diversity, and inclusion in the workplace.	•	
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