**Job Description and Specification**

**Human Resources Assistant – RGS Worcester**

**Responsible to: HR Manager**

**Responsible for: no direct reports** Works closely with Headmasters PA RGS Worcester, Headmistress’ PA RGS Springfield, Business Manager RGS The Grange, Bursary Assistant and Admin staff at RGS Dodderhill.

**Location:** RGS Worcester Senior School with travel to RGS Springfield and RGS The Grange when required.

**Attends:** Only meetings to meet organisation requirements.

**General Purpose**

Provide general administrative HR support across the RGS family of Schools under the direction of the HR Manager, including administration improvement work. Specific responsibility for maintaining the integrity of data held on staff on the single central register and HR Database, input and communication to payroll, in accordance with GDPR. Generation of appropriate documentation when required including staff offers (contracts) and exit procedures, the support of staff inductions and monitoring of the appraisal system.

**Key Tasks and Responsibilities**

Compliance

* Maintain the single central record of pre-employment checks for staff.
* Make effective use of the HR Module, ensuring contemporaneous accurate data is held for staff and available for census reporting.
* In conjunction with the leads for Safeguarding, Data Protection, Facilities and Compliance, maintain accurate staff training records that are inspection ready at all times.
* Remove staff files and delete and data in accordance with General Data Protection Regulations.
* Remain aware of changing employment legislation, new developments and innovations and have an understanding in the field of human resource practices, thus maintaining high standards and contributing to the continuous improvement of Support Staff service delivery.

Employee Relations

* Taking receipt electronically of all PDA’s for the senior school
* Ensure reasons for leaving and (where known) new employers are recorded on the HR Module for census requirements.
* Ensure all staff warnings issued are removed from file on the date specified as per GDPR.

Recruitment, Induction and Exit Procedures

* Arrange for advertising of support staff positions in appropriate mediums, writing adverts where necessary.
* Utilising the TES portal; compile shortlisting and interview packs for recruiting managers ensuring monitoring and disclosure information is removed in advance for all support roles and academic roles where required.
* Contact candidates to invite them to interview.
* Book rooms for interviews and arrange any necessary catering.
* Support recruiting managers to ensure an effective recruitment timeline.
* Request references when required via the TES portal or other mediums.
* Process pre-employment checks for all support staff and other roles where beneficial to efficiency, including issuing health assessments.
* Support the Heads PA at the Senior School in delivering a professional recruitment experience for academic staff interview days. To include preparing interview packs when asked, welcoming candidates, ensuring they have a schedule for the day and are in the right place at the right time and well looked after, acting as a ‘runner’.
* Support recruiting managers with Safer Recruitment interviews following training. To include checking documents and note taking
* Following review by the HR Manager/signature from DFO, print, collate, copy and file staff contracts as necessary.
* Collation of Equality Opportunities monitoring data from application forms.
* Ensure the Starters and Leavers log is kept up to date and confirm new starters and leavers to IT.
* Send ‘welcome’ emails to all new starts advising of lockdown and fire safety procedures.
* Invite all new starts to relevant training sessions as part of their induction.
* Ensure training records are kept up to date for Safeguarding, Data Protection and Health and Safety.
* Communicate new starts and leavers to IT and Maintenance to ensure the effective retrival of School property when staff members leave the Schools employment.
* Prepare resignation acknowledgements.

Staff Welfare

* Process occupational health referrals forms where necessary, ensuring appropriate evidence is retained for staff files.
* Contact GP’s and request health summaries when required.
* Record staff absences for the Senior School on the HR module.
* Ensure self-certification forms and return to work discussions are recorded/received for all staff absences.

Other

* Ensure the HR website remains up to date with useful forms and relevant information.
* Support the HR Manager in the preparation of an annual HR Newsletter.
* Maintain accurate, inspection standard personnel files for staff.
* Administration of apprentices
* Cycle Scheme administration

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| **Competencies** | **Essential**  | **Desirable**  | **Assessed At:** |
| Strong Communication; both written and verbal | Y |  | Application and Interview |
| Strong Organisation Skills | Y |  | Interview |
| Good attention to detail | Y |  | Interview |
| Enjoys compiling data | Y |  | Interview |
| Able to work in a politically astute way  | Y |  | Interview |
| **Knowledge and Experience** | **Essential**  | **Desirable**  |  |
| Previous Administration experience  | Y |  | Application |
| Interest in working in the Education Sector |  | Y | Application |
| Previous exposure to HR systems and databases |  | Y | Application |
| Strong IT Skills (Excel, Word)Knowledge of PowerPoint and/or InDesign is also useful | Y |  | Application and Interview |
| Prior experience of working with Apple systems |  | Y | Application |
| Previous experience of working in a team and liaising with all levels of staff | Y |  | Interview |
| **Education** *State the necessary level of education and qualifications and training required to perform the job.* | **Essential**  | **Desirable**  |  |
| Working towards a Business or HR related degree |  | Y | Application |

***The post holder should be aware that the above job description and specification is not exhaustive. This is a new role to RGS that will require some development over time. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.***

