

# Job Description

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**Job Title:** Assistant HR Advisor (Maternity Cover)

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**Location:** Inspiration Trust Central Services

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<b>Job title</b>	<b>Assistant HR Advisor (Fixed term until 30<sup>th</sup> September 2026)</b>
<b>Salary Scale</b>	<b>Support Scale – Band F</b>
<b>Hours of Work</b>	<b>Part time - 30 hours per week</b>
<b>Weeks Worked</b>	<b>52 weeks – full year</b>
<b>Responsible to</b>	<b>People Manager</b>
<b>Location</b>	<b>Inspiration Trust Central Services</b>

### **Main purpose of the role**

Under the direction of the People Manager, the Assistant HR Advisor will provide high-quality HR administration and compliance support, ensuring accurate HR record keeping, adherence to Trust policies, and timely delivery of HR processes. The focus of this role is on robust HR administration, compliance monitoring, and supporting the HR team with essential operational tasks.

### **Organisational relationships**

- Responsible to the People Manager
- Responsible to HR Advisor – Administration and Compliance
- Direct liaison with the wider HR, Recruitment and Payroll team, internal and external stakeholders

### **Principal accountabilities and responsibilities**

<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Providing high-quality HR administration, ensuring all documentation, processes, and records are accurate, consistent, and completed within deadlines.</li> <li>• Supporting the People Manager and HR Advisors with compliance-focused HR activities, including pre-employment checks, onboarding, offboarding, and maintaining employee records.</li> <li>• Ensuring legal, regulatory, and Trust policy compliance across HR documentation and processes.</li> <li>• Managing HR inbox queries and offering timely, customer-focused support to employees and line managers.</li> <li>• Maintaining HR databases and producing compliant, accurate entries on HR systems.</li> <li>• Supporting HR casework administration, including scheduling meetings, preparing documentation, and note-taking where required.</li> <li>• Promoting equality, diversity, and inclusion in all HR activities.</li> <li>• Collate HR data for reporting purposes, including absence, headcount, new starters, and leavers.</li> <li>• Issue HR documents such as contract variations, leaver letters, and probation documentation.</li> <li>• Promote and uphold safeguarding and confidentiality standards.</li> </ul>
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<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To commit fully to the safeguarding agenda.</li> <li>• To actively promote the Trust’s Safeguarding Policy and be aware of personal responsibilities to report concerns.</li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• To act as a role model for the HR department and the Trust.</li> <li>• Provide a customer-focused service to colleagues, line managers and academies, responding promptly to queries received.</li> <li>• Efficiently maintain own and the HR functional mailbox and support with the Recruitment functional mailbox.</li> </ul>

### **Employee commitments**

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### **Performance Management**

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### **Context**

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### **Miscellaneous**

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main

expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills (GCSE or equivalent in Maths and English).</li> <li>• CIPD Level 3 Foundation Certificate in People Practice, currently working towards this qualification / or a keen interest.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent higher-level qualification.</li> <li>• CIPD Level 3 or working towards the qualification with relevant experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong administrative experience, ideally in a busy HR or compliance-driven environment.</li> <li>• High level of competence using ICT, including Microsoft Office 365 and MS Teams.</li> <li>• Experience working effectively as part of a fast-paced team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a generalist HR environment.</li> <li>• Experience supporting HR activity in an education setting.</li> <li>• Familiarity with DBS, safeguarding protocols, or safer recruitment processes.</li> <li>• Experience contributing to change management or HR improvement projects.</li> <li>• Previous use of iTrent or similar HR information systems.</li> </ul>
<b>Professional Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Highly organised and methodical approach to administration, documentation, and record keeping.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience supporting employees and line managers at different levels with HR administrative or compliance matters.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent attention to detail with a strong commitment to accuracy and compliance.</li> <li>• Able to plan effectively, prioritise workload, and meet deadlines reliably.</li> <li>• Strong written and verbal communication skills.</li> <li>• Calm, courteous, and professional manner.</li> <li>• Ability to work independently in the office, using initiative, while also supporting HR team objectives.</li> <li>• Strong interpersonal skills, able to build positive working relationships with a range of stakeholders.</li> <li>• Data-literate with the ability to handle, interpret, and present information in a clear and meaningful way.</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of basic employment law principles and HR best practice or a keen interest to learn.</li> <li>• Awareness of confidentiality requirements, including GDPR, FOIs and SARs.</li> <li>• Understanding of the importance of compliant HR processes and accurate record keeping.</li> <li>• Experience using HR systems or databases (any platform).</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of teachers' terms and conditions of employment.</li> <li>• knowledge of HR systems, reporting tools, or database management.</li> </ul>

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**Signature .....**

**Date .....**