

## Job Description

### Teachers and Support Staff

Role:	Cluster HR Assistant
School:	Beckfoot Heaton Cluster – Beckfoot Heaton Primary School & Beckfoot Upper Heaton
Salary/Grade:	Band 6
Reporting to:	HR Officer

### Core Purpose of the Post:

To carry out the functions of a Human Resources Assistant in the Beckfoot Heaton Cluster in accordance with the stated aims and objectives of the School and the Faculty. To assist in the provision of high quality professional, flexible, proficient and constructive human resources support to the Heaton Cluster.

This is a school based role that will involve contact with children.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. You will work at Beckfoot Heaton Primary School.

1. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
2. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.
3. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Main Duties and responsibilities:

- Responsible to the Beckfoot Heaton Cluster Human Resources Officer from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Beckfoot Heaton Cluster Human Resources Officer they would be expected to liaise with Senior staff to ensure continuation of essential services.
- To provide prompt and effective information, advice and access to services provided by the School to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the School to public and external agencies.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

#### Organisation

- Frequently dealing with routine and occasional less routine enquires. Given the changing needs of the school, workloads can vary to involve less routine tasks and the post holder will be expected to undertake these with minimum supervision as they arise, liaising with senior members of staff to verify/seek authorisation for action.
- To support/assist in the supervision of students on work experience, trainees and voluntary helpers.

#### Human Resources

Provide a high level of human resources support to the school including:

- Uploading payroll details for submission to the payroll provider (including starters, leavers, contract changes, overtime and absence information)
- Processing new starters and leavers on all HR systems, including setting up personnel files
- Assist the Human Resources Officer as required with the preparation of monthly reports.
- Organising DBS checks when required
- Assist the Human Resources Officer with the preparations for new academic years
- Organising staff recruitment (including advertising and assisting with tasks as required)
- Assist the HR Officer to obtain all checks for new starters including chasing reference, DBS check etc
- Preparation of absence documentation and recording on computerised HR system
- Drafting letters in line with HR policies
- Administration duties associated with the Human Resources office.
- Filing
- Maintaining an accurate Single Central Record
- Provide occasional cover support for other colleagues operating in HR and administrative functions
- Produce data/information/reports as required
- Create and maintain manual/electronic filing and information systems, including those of outside agencies e.g. Payroll
- Complex data inputting of manual and computerised record/information systems
- Undertake typing and word-processing and complex IT based tasks
- Undertake routine administration

### Supervision and range of decision making:

- Will work under supervision and on occasion under own initiative, working to the priorities set by the Human Resources Officer
- To contribute to the overall ethos/work/aims of the trust.
- Day to day decisions regarding the organisation of the working area/workload and school priorities.

### Communications and working with others:

- Will have contact with members of the public/other professionals e.g. teaching staff, parents/carers, external providers etc.

### Resources:

- Operate relevant equipment/complex ICT packages
- Responsible for the collation and recording of routine HR administration
- Provide advice and guidance to staff, pupils and others
- Undertake administration procedures to support the Human Resources team


### Professional development:

- Engage fully with the school's appraisal / performance management system
- To actively participate in continuous professional development

### Other Considerations:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff files.
- You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out any lifting tasks required of you.

<ul style="list-style-type: none"> <li>• Accept and commit to the principles underlying the Schools Equal Rights policies and practices.</li> <li>• Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.</li> <li>• Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.</li> <li>• Must be legally entitled to work in the UK.</li> </ul>	
<b>Safeguarding:</b> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
<b>Intermediate Fluency Duty required:</b> In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate: They can express themselves fluently and spontaneously with minimal effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language.	
<b>Notes:</b> This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
<b>Date:</b>	09/08/2022

<b>Person Specification</b> <b>Teachers and Support Staff</b>		
<b>Role:</b>	<b>HR Assistant</b>	
	<b>Essential Requirements</b>	<b>How Identified</b>
<b>Qualifications</b>	GCSE English and Maths at a minimum Grade C or equivalent. ECDL or willingness to obtain	Application
<b>Experience</b>	Relevant experience of working in a HR Office and managing payroll duties Relevant experience of working with Microsoft Excel, Word, PowerPoint and Email / Internet. Experience of using school management databases - SIMs / Carval Experience of working in a school environment would be desirable	Application References Interview
<b>Training</b>	Commitment to own personal and professional development	Application Interview
<b>Knowledge, Skills and Ability</b>	Effective use of ICT packages, Microsoft Word, Excel, PowerPoint, email and internet. Effective use of general office equipment, e.g. photocopier, fax etc. Knowledge of school information systems Ability to work constructively as part of a team Ability to remain calm under pressure Demonstrate good co-operative, interpersonal and listening skills Flexibility and willingness to accept change Willingness to share knowledge, expertise and experience Ability to prioritise conflicting demands and pressures Ability to work proactively and independently Maintain confidentiality in matters relating to the school, its pupils, parents and carers Excellent numeracy/literacy skills Ability to use other relevant equipment / technology Ability to use ICT effectively in relation to the post	Application Interview

	Good organisational skills Ability to use relevant equipment / resources	
<b>Personal Circumstances</b>	Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) Must be suitable to work with children/young people/vulnerable clients/finance Interest in the school's wider role in the community	Application Interview
<b>Disposition and Attitude</b>	A passion for education and a deep-felt desire to make a difference for children and young people, being particularly empathetic to those who are vulnerable. To like young people and be liked by them. To possess educational vision underpinned by values To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'. Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example. Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself. Understand the importance of work/ life balance. Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire for significant professional development preparing ultimately for Headship. Critical thinker, Open minded. Evaluative. Imaginative. Visionary. Risk taker; Good oral and written communicator. Look smart and professional.	Application Interview References
<b>Physical</b>	Healthy, Resilient, Energetic Excellent attendance and punctuality. Must be able to cope with the requirements of the post	References Interview
<b>Equality</b>	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview