



<b>Job Description:</b>	<b>HR Assistant/Administrator</b>
<b>Grade:</b>	BCAT 6
<b>Employed for:</b>	Full-time, 37 hours per week, All year round contract
<b>Hours:</b>	8:00am to 4:00pm Monday to Thursday and 8am to 3:30pm Friday. 30 mins unpaid break per day
<b>Professional Relationships:</b>	
<b>Responsible to:</b>	Executive Headteacher / Headteachers / HR Manager
<b>Purpose:</b>	To provide confidential administrative support to the Human Resources Department and EHT / HT as required.

### **Person Specification**

#### Essential Skills

- Educated to at least A Level with a minimum C grade in Maths and English at GCSE
- Excellent ICT skills including Word, Excel, Outlook, MS Teams and MIS system
- Willingness to undertake formal relevant training if qualifications are not held
- High level of professionalism and ability to recognise and maintain confidentiality
- Good interpersonal skills
- Work well under pressure and at pace to meet deadlines
- Flexibility
- Team work
- Excellent organisational, planning and prioritising skills

#### Desirable

- Experience of working in an education environment
- Experience of working within HR
- Experience of a management information systems
- Able to work independently and collaboratively
- Good sense of humour

## **Job Description**

### **General**

- Deliver the smooth running of the recruitment process, including placing all adverts with relevant outlets.
- Deliver the onboarding and offboarding process
- Ensure accurate right to work checks are in place.
- Arranging and supporting assessment and interviews for vacancies within the Central Team of the Trust.
- Building good relationships with all employees (prospective and current) and managers, to provide a proactive and supportive HR function as part of the central HR Team.
- General HR administration maintaining accurate personnel and salary records in the Trust HR Management Information system (EVERY & Dropbox). This included preparation of information for periodic internal and external reports and submissions required.
- Transactional administration on the entire lifecycle of an employee including contract variations; maternity/ paternity & shared parental leave; sickness and other absence procedures and processing of leavers and retirees.
- Liaise with professional services such as our HR legal advisor and Occupational Health provider.
- General administration maintaining accurate and timely information within the Single Central Record and making sure this is up-to-date.
- Assist the team with the annual Staff Workforce Census.
- Take accurate minutes of confidential meetings when required.

### **Training & Development**

- Monitor SLT training such as DSL and Safer Recruitment and ensure they are renewed ahead of expiry, obtaining certificates and recording updates as appropriate.
- Ensure mandatory training is updated regularly and ensure renewals are brought forward for the attention of individuals as required.
- Assist with coordination and recording of compulsory Safeguarding training for all staff and maintain a record of such training throughout the year.
- Update learning and development records, obtaining and storing of copies of training certificates.

### **Performance Management**

- Assist with administration of annual performance management and TCP records.
- Assist with production of annual salary review letters and update systems as appropriate.

### **Absence Management**

- Monitor staff absences, obtain relevant self-certification / GP fit note / request for leave and notify HR Manager / Headteacher when absence trigger points have been reached.
- Issue return to work meeting record to Line Managers, monitor their return and add to staff record.
- Arrange for absence management meetings liaising with all participants and produce outcome letters as appropriate.
- Publish staff daily absence list to each HT and EHT each day

### **All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.

- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

The post holder is also required to carry out any other duties commensurate with the role, to ensure that smooth running of the department.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/Headteacher the other.

Signed: .....

Date.....