

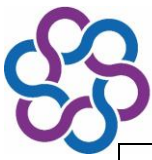


JOB DESCRIPTION

JOB TITLE:	HR Admin Assistant
ACADEMY:	Trust Central
GRADE:	Scale 3, scp 6 – 11 (£25,183 - ££27,269), pro rata. Full time, 52 weeks per annum
RESPONSIBLE TO:	HR Admin Manager

JOB PURPOSE:
To support the HR Admin Manager with providing a professional HR service to the Academies within the Trust.

KEY TASKS – Recruitment & Selection, Contractual Variations	
1.	Proactively plan recruitment campaigns for vacant posts, including building relationships with external recruiters and maximising a range of recruitment opportunities.
2.	Coordinate the recruitment processes across the Trust including scheduling and booking interviews, liaising with the candidates and producing recruitment panel packs.
3.	Process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks including DBS, reference checks, health checks and any other checks as appropriate.
4.	Ensure compliance with safer recruitment principles, including advising colleagues of compliant recruitment processes.
5.	Accurately update & maintain the Trust Single Central Record.
6.	Produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity and holiday entitlement).
7.	Process staff leaving documentation and ensure exit processes are well managed.
8.	Ensure any changes in contracts which impact on payroll are communicated to the Trust's payroll provider in a timely manner.
9.	Provide note taking at grievance and disciplinary hearings as and when required.
10.	Ensure the HR system is kept up to date with Trust Central staff absences and back to work documentation is completed and fit notes received and filed appropriately.
11.	On an ad hoc basis ensure the HR system is kept up to date with Academy staff absences and back to work documentation is completed and fit notes received and filed appropriately as and when required.
12.	Develop and maintain electronic personnel files for all staff.
13.	Responsibility for data entry of employee records onto the HR system.



14.	Undertake any additional regular and ad hoc HR reporting as required in conjunction with the HR Admin Manager.
15.	Develop and implement quality assurance processes to ensure information held in academies is compliant with employment legislation and contractual requirements.
16.	Responsibility for the administration of apprenticeships via the Apprenticeship Levy Portal.
17.	Support with the training and development of nominated Academy based staff on HR processes and procedures.
18.	Support the HR Manager with the co-ordination and facilitation of staff forums where appropriate, including attending staff forums as required.
KEY TASKS – Additional Duties	
19.	Develop close working relationships with Academy Leadership Teams and staff, to respond to queries and requirements.
20.	Establish processes and procedures relating to the HR function.
21.	To undertake any other administrative duties commensurate with the grade of the post.
22.	To support the co-ordination and administration of professional development of the workforce.
23.	To maintain confidentiality and observe the General Data Protection Regulations (GDPR) at all times.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to human resources, customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

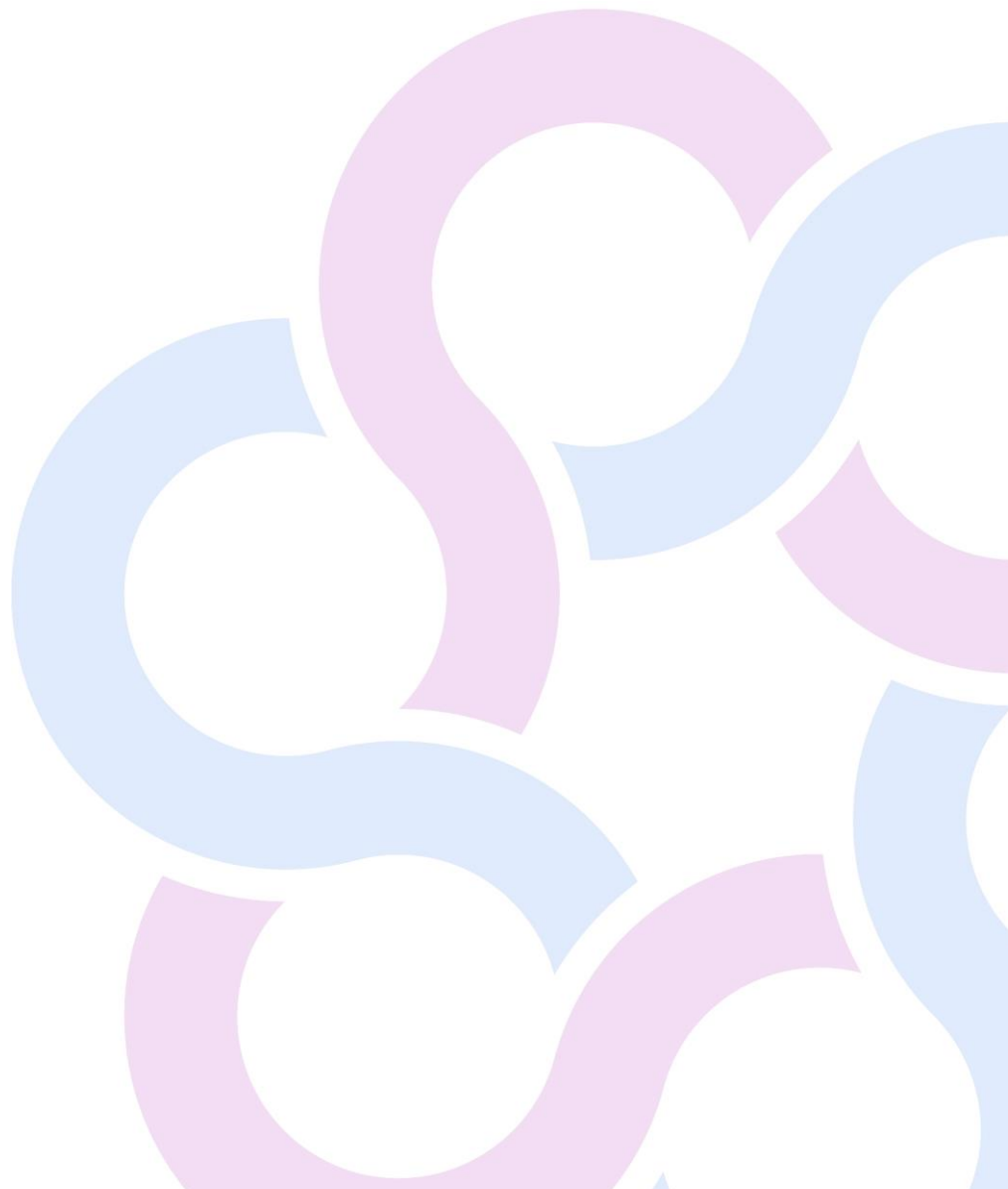


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SPECIAL CONDITIONS:

Enhanced DBS Disclosure is required





PERSON SPECIFICATION

Job Title: HR Admin Assistant

Experience, Training and Qualifications	Essential/Desirable
Literacy & Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework.	E
CIPD Level 3 Foundation Certificate in Human Resources Practice or equivalent or willingness to achieve	D
Knowledge, Skills and Abilities	
Experience of undertaking a wide range of office based administration and clerical tasks	E
Excellent IT skills with a good working knowledge of Microsoft Office	E
Excellent knowledge of information management systems, spreadsheets and databases	E
Knowledge of the application of terms and conditions of employment and the employee relations framework	D
Knowledge of recruitment fundamentals, including safer recruitment	D
Knowledge of Teachers & Local Government pay & conditions	D
Good numerical skills with the confidence to work with payroll and other data	D
Ability to work as part of a team	E
Ability to collect and collate data to produce performance indicators	E
Excellent communication skills both verbally and written	E
High levels of accuracy with strong attention to detail	E
Proactive in your approach to improving processes and introducing efficient effective systems.	E
Excellent organisational skills with the ability to work at pace, multi task and prioritise	E
Understanding of why safeguarding is important in a school environment	E



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Understanding of equal opportunities and inclusion	E
Commitment & understanding of General Data Protection Regulations and how they would apply in the organisation and within the role	E
Personal Qualities	
Able to work flexibly as the workload demands	E
Committed to continuing personal professional development	E
Personal commitment to ensure services are equally accessible and appropriate to diverse needs	E
Able to maintain issues of confidentiality within the working environment	E
Willing to travel to locations and sites within the Trust's portfolio of academies	E
Willing to consent to apply for an enhanced DBS with barred list check.	E

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview

