

Job Description

Job Title: HR Assistant

Responsible to: Director of HR

Grade: 4, part-time 22.2 hours a week during term time

Statement of Purpose:

Under the direction of the Director of HR, provide support to the APT HR team in delivering a high-quality, responsive, and flexible HR operational service.

Key Tasks:

Recruitment

- Support the recruitment of staff and Trustees to the APT Central Team
- Placement of adverts as directed
- Administer the shortlisting process – receiving, and distributing application forms
- Support with checking applications for recruitment gaps and anomalies
- Carry out reference checks
- Arrange and administer interviews and associated tasks
- Prepare (for Director of HR sign off) and issue provisional offer letters and supporting documentation
- Liaise with the Governance Professional regarding Trustee recruitment

New Starters

- Complete all pre-employment/engagement checks for applicants who have been issued with provisional offers of employment, or successful Trustees, and alert Director of HR to any issues
- Complete onboarding of all new starters including drafting contracts of employment
- Update HR database and payroll with new starter details
- Ensure necessary resources are in place for new starters
- Carry out first day health and safety inductions and tours where required
- Update the Single Central Record of staff
- Record and monitor probation documentation for new staff, sending out reminders to line managers and tracking completion
- Prepare probation extension letters and probation completion letters as requested by the Director of HR
- Update ICT Systems

Staff Leavers

- Acknowledge letters of resignation and support with the leaver administration process
- Ensure that all resources are returned
- Send leavers questionnaires to leavers and forward results to Director of HR

- Update relevant ICT Systems and inform relevant Departments as needed with leavers details

Staff Changes/Promotions

- Prepare and issue contract variation letters or new contracts as needed
- Update databases, records systems and payroll in accordance with contracts and changes
- Prepare annual pay award letters
- Administer flexible working requests and issue flexible working acceptance notifications and contract documentation as advised by the Director of HR

Staff Sickness and Appointments

- Record all sickness absence, unpaid leave and appointments in appropriate systems
- Send regular notifications as required to staff who are close to hitting sickness absence triggers
- Support with organising return to work meetings for staff who have been absent on short term sick leave as needed
- Monitor absence against sickness targets given and escalate to Director of HR
- Prepare letters for staff regarding their sick pay entitlement as requested by the Director of HR

Payroll Processing

- Enter new starters, changes and leavers into the HR database and payroll system accurately in line with payroll deadlines
- Enter timesheet claims as required for additional hours, acting up, etc.
- Enter mileage claims
- Enter sickness absences and unpaid leave deductions
- Undertake any other duties relating to the administration of the payroll

Staff Annual Holiday and Flexible Working Hours

- Support staff with annual leave entitlements and carry forward
- Support staff with flexible working hours and working time record keeping

HR Processes and Record Keeping

- Ensure that all electronic HR records are up-to-date
- Update filing systems as necessary
- Destroy recruitment records/applications in line with retention policy
- Prepare and maintain HR documents as requested by the Director of HR

HR Policies and Procedures

- Support the Director of HR with the development, implementation and review of HR policies and procedures
- Liaise with the Governance Professional regarding policy issue and tracking across the Trust as necessary.

HR Reporting & HR Data

This will include the preparation of reports and data on the following (but not limited to)

- Staff absence/appointments
- Staff retention/turnover
- Recruitment patterns and job advertisements
- Staff leaving reasons
- Vacancies
- Trust Data Dashboard
- Full staff list
- Organisation charts

To support the Director of HR in the preparation of reports and proposals to the Executive Leadership Team and Trustees.

Other

- Support with DBS checks and updates as needed
- Administer annual employee documentation checks, e.g. KCSIE annual updates for SCR, additional employment declarations
- Take minutes at formal HR meetings as needed
- Input HR purchase requisitions into Access (finance system) for Director of HR to approve
- Monitor and administer right to work in the UK checks and escalate any issues to the Director of HR
- With input from relevant managers and the Director of HR, prepare references and respond to external requests for ex-employees as required
- Assist with general HR related queries
- Provide administrative support to the wider APT HR team as required
- Support school HR teams with ad hoc administrative tasks as required and if capacity allows
- Support the TUPE transfer process and onboarding of new schools joining the Trust
- To support the HR Director with HR related projects

General

- Work in line with statutory safeguarding guidance (i.e. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Retain confidentiality about all aspects of Trust work
- Undertake training and personal development
- Carry out any other reasonable duties required by the Trust and as requested by the Trust Director of HR.

PERSON SPECIFICATION

Supply Maintenance Officer

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • GCSE Maths and English • Previous experience of administration, general office practice • Previous experience of an HR environment 	<ul style="list-style-type: none"> • Previous work experience in an education environment • HR qualification or working towards one (e.g. CIPD)
Knowledge, Skills & Understanding	<ul style="list-style-type: none"> • Clear and concise verbal communication skills at all levels to interact with employees, managers and external parties • Great written communication skills • Excellent organisation skills • Excellent clerical and administrative skills • Proficient in the use of Microsoft Office and willingness to train in other systems • Ability to manage own workload and meet deadlines • Ability to set up and maintain records and filing systems • Ability to use initiative to solve problems • A basic understanding of HR legislation 	<ul style="list-style-type: none"> • Knowledge of Arbor, SAM People and SharePoint would be an advantage • Awareness and understanding of GDPR and data protection • Knowledge and understanding of the main functions of an HR department • Experience of writing or reviewing policy documents

Other	<ul style="list-style-type: none">• Ability to work at all levels of the organisation• Ability to deal sensitively and appropriately with confidential information• High level of attention to detail• Discreet and tactful• Team player• Positive and approachable• Flexible approach	
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April 2026