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| Post Title | HR Assistant |
| School / Organisation | Avanti Services Ltd |
| Location | Harrow |
| Grade | Grade 5, £24,495 - £26,935 per annum |
| Hours | Full-time (37.5 hours per week) |
| Contract Type | Permanent |
| | Year-round |
| Reports to | HR Advisor |
| Preferred Start Date | As soon as possible |

MAIN PURPOSES OF THE JOB

Avanti Services Limited supports the Avanti Schools Trust which is a fast-growing Multi Academy Trust. All Avanti schools provide pupils with an outstanding education rooted in the inclusive and distinctive Avanti Schools ethos of educational excellence, character development and spiritual insight.

This role will be based in the Trust Head Office and will be supporting the HR team in the day to day operations, with opportunities to be involved with and assist in the recruitment process as well as supporting casework.

Ensuring documents for new starters and leavers are actioned as well as proactively dealing with HR queries, you will be a primary contact for all schools.

RESPONSIBILITIES OF THE JOB

- Support HR administration across the Trust.
- Supporting the HR team in the discharge of their role.
- Maintain employee personal files in an orderly, secure and confidential manner, ensuring files are kept up to date and in line with data protection requirements.
- Process information onto the HR & Payroll system, to include staff details and changes, staff qualifications, leavers, absence recording, staff training, overtime, etc.
- Support the HR Advisors and Recruitment Lead in ensuring the efficient running of recruitment and selection processes by liaising with advertising agencies, placing job adverts and responding to candidate queries.
- Maintain accurate electronic and paper records of the recruitment and selection process and ensure completion of each individual's file.
- Accurately processing and recording all employee screening checks, such as DBS and barred list clearance requests, references, identity checks, right to work in the UK and proof of qualifications, prior to any employee commencing work. Where checks are outstanding bring these to the attention of the HR Advisor as soon as possible.
- Monitor the placement of agency staff, volunteers and contractors, etc., and ensure the completion of the relevant documentation and that appropriate screening checks are carried out.
- Under the direction of the HR Advisor ensure that all data held on the School's Single Central Register is accurate and up to date.
- Provide support in informal and formal meetings with notetaking.
- Assist in the preparation of the monthly payroll.



- Monitor the completion of the return to work interview documentation, record absences for payroll purposes and produce reports as required. Ensure the receipt of medical certificates where appropriate and advise payroll accordingly.
- Send out probationary review forms to line managers for their new starters. Monitor the return of probation forms and follow up with line managers where these are not completed, referring on to the HR Manager as needed.
- Support the administration of the annual appraisal process for staff.
- Be the first point of contact for staff queries about routine HR, payroll and general employment matters, referring more complex issues to the HR Advisor, as appropriate.
- Prepare and issue conditional offer letters and employment contracts.
- Compose general correspondence and process standard HR documents and letters.
- Ensure that all leavers' documentation is completed and that relevant personnel are informed (for example IT, School office, Facilities, and payroll).
- Produce general reports, for example, list of starters and leavers on a regular basis for relevant staff.
- To arrange exit interviews.
- Completing returns to external agencies (e.g. workforce census) for review by the Head of HR.
- To assist the HR team with general administrative tasks as and when required.
- Commitment to the Equal Opportunities & Safeguarding Policies and the welfare of children and young people.
- To deliver and undertake training and professional development as appropriate.
- To actively engage in the appraisal and professional development process.
- To undertake such other duties as may be required which are commensurate with the job and grade.
- This job description may be amended at any time after consultation with you.

RESPONSIBILITIES OF THE JOB

| Criteria | | Requirement | |
|----------|--|------------------|------------------|
| | | <i>Essential</i> | <i>Desirable</i> |
| 1. | GCSE Maths and English or equivalent | X | |
| 2. | Educated to "A Level or equivalent | | X |
| 3. | Certificate in Personnel Practice and/or Level 3 CIPD | | X |
| 4. | Meticulous attention to detail | X | |
| 5. | Previous experience and understanding of generalist HR processes including payroll and recruitment administration | | X |
| 6. | Able to work effectively on own initiative and within the limits of own professional boundaries and knowledge | | X |
| 7. | A good understanding of the principles of Safer Recruitment and Equality and Diversity as relevant to the requirements of the post | | X |
| 8. | Experienced in prioritising varied and conflicting work demands and able to work under pressure | X | |
| 9. | Excellent written and verbal communication skills | X | |
| 10. | Competent in the use of ICT and in particular Excel and Word | X | |
| 11. | Good understanding and experience of using databases | | X |
| 12. | Is discreet and respects confidentiality | X | |



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| 13. | Excellent organisation and time management skills | X | |
| 14. | A strong commitment to a career in HR | X | |

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you 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 Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2021/10/Child-Protection-and-Safeguarding-Policy-and-Procedure-July-2021.pdf>