

JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

Job Title	HR Assistant
Grade	Scale 4 (Points 7-11)
Reports to	Head of HR
Job Purpose	<ul style="list-style-type: none"> To provide Academies across the Trust with an efficient and proactive service, supporting with and responding to their HR administration enquiries, along with other HR issues in a professional manner. You will be responsible for a group of academies within the Trust, supporting them with all aspects of Human Resources administration, escalating when appropriate to a senior colleague. To maintain effective communication with the Academy and Headteachers while undertaking all duties related to the role.
Duties	<p>HR Assistants will undertake some or all of the following duties as part of the Central Human Resources Team for the Trust.</p> <ul style="list-style-type: none"> Ensure various HR systems (BPS, EduPay, Arbor, SCR, Staff Files) are kept up to date with regard to all HR Administration for the academies across the Trust. Responsible for the end-to-end recruitment process for new starters, including: <ul style="list-style-type: none"> production of recruitment packs and advertising of roles assisting academies with administration of the interview process where required on-boarding of successful candidates, including ensuring effective completion of all pre-employment/safer recruitment checks and issuing of conditional offer letters. Update the Single Central Register and ensure the information is accurate and up to date and complies with current statutory guidance Responsible for administration of all variations to contracts for the duration on employment of colleagues. Complete related administration for any Disciplinary Procedures within academies, ensuring that all parties are provided with relevant documentation in a timely manner.

	<ul style="list-style-type: none"> • Complete related administration for any Capability Procedures within academies, ensuring that all parties are provided with relevant documentation in a timely manner. • Responsibilities for ensuring effective administration and management of Sickness Absence in conjunction with the academies, including: <ul style="list-style-type: none"> - accurate and timely recording of absences - identification of colleagues that have hit absence triggers - support the academy with all administration related to the sickness absence management process. • Support the administration process for all leavers, including: <ul style="list-style-type: none"> - accurate and timely recording details on relevant systems - communication of details to relevant pension provider - ensuring Payroll Technician has been provided with accurate leaver details in time for monthly PayRun • To accurately maintain the Trust's and Academy's manual and computerised personnel data in a secure and confidential manner in line with GDPR guidance. • To be responsible for ensuring that all duties are carried out in accordance with good practice. • To undertake ad-hoc administrative duties, as required. • To undertake any training commensurate to the post.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade. • All members of the Central Team may be required to attend locations away from their central office in order to carry out their duties.

You may be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description, in consultation with you, may be changed by the Head of HR to reflect or anticipate changes in the job commensurate with the grade and job title.