JOB DESCRIPTION

JOB TITLE: HR Assistant

REPORTS TO: HR Manager

SALARY: **SSP 10 £27,733pa**

WORK PATTERN: 37 Hours Mon – Fri All Year Round

CONTRACT: Permanent

Purpose of the Role

To provide efficient and effective administrative support to the Human Resources function, ensuring the delivery of a high-quality HR service across the organisation. The post holder will support a range of HR activities including recruitment, onboarding, employee records, payroll administration, compliance, and general HR administration while maintaining confidentiality and accuracy at all times.

PURPOSE & KEY RESPONSIBILITIES

Recruitment and Selection

- Support end-to-end recruitment processes, including advertising vacancies, arranging interviews, and communicating with candidates.
- Prepare recruitment documentation, interview packs, and offer letters.
- Request and monitor references, DBS checks, right-to-work documentation, and other pre-employment checks.
- Maintain recruitment records.
- Ensure safer recruitment procedures are followed.

Onboarding and Induction

- Coordinate onboarding activities for new starters.
- Prepare contracts of employment, employment variation letters, and new starter documentation.
- Support induction process and maintain onboarding records.
- Ensure all mandatory compliance checks are completed before employment commences.

HR Administration

- Maintain accurate and confidential employee records, both electronic and paper-based.
- Process HR documentation including contractual changes, probation reviews, maternity, paternity, flexible working, absence management, and leavers.
- Update HR systems and databases promptly and accurately.
- Produce letters, reports, spreadsheets, and other HR documentation as required.

Payroll and Benefits Administration

- Prepare and submit payroll information within agreed deadlines.
- Assist with salary changes, overtime claims, deductions, and contractual amendments.
- Respond to routine payroll-related queries from employees.

Employee Relations Support

- Provide first-line HR advice and guidance to staff on routine HR matters.
- Support managers with HR processes and documentation.
- Assist in arranging meetings related to disciplinary, grievance, absence, and capability procedures.
- Take notes at meetings when required.

Compliance and Data Protection

- Ensure compliance with employment legislation, safer recruitment requirements, and organisational policies.
- Maintain confidentiality in accordance with GDPR and Data Protection requirements.
- Assist with Subject Access Requests and HR record management.
- Ensure mandatory training and compliance records are maintained.

Reporting and HR Systems

- Input, maintain, and monitor data on HR information systems.
- Produce routine reports relating to staffing, absence, recruitment, turnover, and workforce information.
- Support HR projects and continuous improvement initiatives.

General

- Act as a professional representative of the HR team.
- Contribute to the development of effective HR processes and procedures.
- Attend meetings and training as required.
- Undertake other reasonable duties commensurate with the level of the post.
- Prioritising own workload to ensure that objectives are met.

IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:

- To support effective safeguarding of all young people throughout the College.
- To attend as necessary, meetings of all College Staff.
- To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee Signature ..... Date.....

Line Manager..... Date.....

Person Specification

AF = Application Form Q = Qualification I = Interview Process

Qualifications	Desirable /Essential	Assessment Method
Good standard of Level 2 education – 5 A-C 4- 9GCSE's including Maths and English or equivalent	E	AF Q
HR/Business Administration qualification	D	AF Q
Personal qualities, knowledge & Experience	**Desirable /Essential**	**Assessment Method**
The ability to present ideas and information clearly, concisely and accurately both verbally and in writing	E	AF I
Knowledge/experience of the Education sector	D	AF I
Commitment to teamwork and flexibility	E	AF I
Outstanding written and verbal communication skills	E	AF I
Excellent time management with the ability to work under pressure when required	E	AF I
Familiar with the necessity of recording data and able to maintain accurate records	E	AF I
Ability to manage work load and prioritise	E	AF I
High level of customer service communication skills with a good phone manner and in person.	E	AF I
Promoting staff wellbeing	E	AF I

Good IT skills	E	AF I
Excellent literacy and numeracy skills	E	AF I
Ability to think through a process or project and improve it.	E	AF I
Knowledge of the General Data Protection Regulations (GDPR)	E	AF I
Ability to work flexibly and effectively with a range of colleagues and managers	E	AF I
High levels of accuracy and attention to detail	E	AF I
Experience of working independently when need arises	E	AF I
Ability to think through a process or project and improve it.	E	AF I
Additional Factors	**Desirable /Essential**	**Assessment Method**
Commitment to safeguarding and promoting the welfare of young people and vulnerable adults	E	AF I
Undertake training and development as may be identified as essential to the role	E	AF I
Enhanced DBS Certificate	E	AF I