Paddock School		Job Title: HR Assistant	
Responsible to:	**Head of Operations**	**Responsible for:**	**No staff management responsibility**
Grade:	**Scale 4**	**Working Hours:**	**36 per week**
Spinal point:	**7 - 10**	**Term Time Only 39 weeks + 3 weeks**	

Main Job Purpose

The HR Assistant supports the effective and efficient administration of the HR processes and systems within the school and ensures information they are responsible for is accurate and up-to-date.

The HR Assistant will support the HR Manager to plan for, develop, implement and maintain HR services for the school.

With guidance and support from the HR Manager, develop and deliver a training programme for all school staff.

The HR Assistant will support the HR Manager to develop, design and monitor all HR procedures and practices in school.

The HR Assistant will support the HR Manager to develop and implement policies that reflect statutory best practice and meets legislation.

The HR Assistant promotes the development of an inclusive culture, leads by example and challenges when necessary.

The HR Assistant promotes and contributes to the vision, values and aspirations of the school.

Accountabilities

- Manage certain aspects of the school's HR processes & systems, including payroll, SIMS, SAM People, Face-Ed, CPD records, absence, agency, probation, single central record etc.
- Contribute to the development of procedures, practices and policies relating to HR
- Act as point of contact for HR services and queries
- Contribute to the design of induction, training, development and continuous professional development and maintain accurate records within SIMS of training attended. Lead and be part of the delivery of training across the school
- Develop constructive relationships and communicate with other agencies and professionals
- Support HR projects when required

Main Duties and Responsibilities

The HR Assistant is responsible for supporting the HR Manager to ensure the processes and systems for staff recruitment, staff records, performance management, development and retention are effective and efficient, including volunteer, work experience placements and the apprenticeship programme. Conduct the daily absence, agency and special leave process.

<u>HR policies, procedures and practice</u>

The HR Assistant is responsible for maintaining the database of HR policies, procedures and Codes of Practice which are current, accurate, compliant and easily accessible.

- Assist with a range of processes and procedures relating to HR including disciplinary, capability, sickness and grievance hearings

Data & Reporting

The HR Assistant is responsible for maintaining accurate data/information on manual records and information systems such as SIMS, SAM People and Face-ED and other software packages, the single central record and providing staff census and reporting information to a range of stakeholders.

- Analyse and evaluate HR data and information and produce reports, as required

Recruitment, selection & induction

- Place adverts, collate application forms, timetable interviews, prepare interview paperwork and contact candidates with interview times and dates
- Carry out post-interview vetting checks including requests for references, DBS checks, approve qualifications and check for equivalence on NARIC or similar
- Support the development and management of induction processes to ensure new employees become productive quickly and their transition into school is smooth
- Distribute new starter packs and develop and maintain a database to record who has undertaken induction
- Scan and file signed contracts and agreements from staff and volunteers
- Register Newly Qualified Teachers on the relevant training portal

Staff Records

- Set up accounts for new staff on school systems such as blue wave swift, SIMS, SAM People, Face-Ed, behaviour watch etc.
- Administer employee records so that accurate data is always available and statutory requirements are met including next of kin, qualifications, training and absence
- Process and maintain records of sickness, absence, maternity, paternity, parental leave, special leave and other paperwork relating to attendance e.g. sick notes
- Develop and maintain accurate and up to date organisational charts
- Administer, process and maintain employee termination records including exit interviews
- Complete the administration required for visa applications

Performance Management

- Prepare and administrate staff development processes and activities including providing refreshments, arranging accommodation for visitors, booking and assisting with preparation of rooms
- Distribute and collate surveys to gather information on the effectiveness and impact of development activities at individual and whole school level
- Support the HR Manager in the development of policy and best practice in performance review for staff, setting up online accounts for staff and training them to use systems
- Support the HR Manager and SLT to ensure that INSET days are productive by creating timetables and room allocations and distributing information to staff
- Assist with the performance management processes throughout the school

Training & Development, Continual Professional Development

- Manage a budget to deliver training and development
- Develop and maintain a database for all staff training & development needs including audit of skills and identification of gaps
- Monitor, evaluate and report the efficiency and impact of training and development activities at individual and whole school level
- Investigate, develop or source alternative methods of training/development delivery (digital, multimedia, web based)
- Identify and set up partnerships with appropriate learning/training providers with appropriate service level agreements

Retention

- Support the HR Manager to develop the staff wellbeing policy and practice; maintain information on staff attendance and evaluations of well-being initiatives
- Support the HR Manager to develop and deliver the policy for retention and rewards; maintain accurate data of long service, rewards and awards received
- Champion the best physical environment across all sites so employees are delighted and proud of the environment they work in

Contracts of Employment

The HR Assistant is responsible for the submissions of returns to payroll including change of pay and benefits, and supporting staff with employee relation matters

- Support the administration of payroll, ensuring submissions have correct approval
- Provide a point of contact, support and advice on personnel and employee relations to staff; attend and participate in employee relations meetings
- Take notes at HR meetings and record in the relevant electronic format / system
- Provide information as required by the Governing Body
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE, LA

Daily Absence Process

The HR Assistant is responsible for conducting the daily absence process and reporting information to SLT and other senior staff member promptly and accurately.

- Take morning phone calls and record in the Absence file and the relevant MIS systems
- Collate Special Leave information
- Organise and record agency staff
- Report all of the above by E-mail to SLT and other staff

Measures and Performance

The HR Assistant is responsible for providing and monitoring HR KPIs. Measures to include:

- Learning days per employee
- Learning cost
- Competency gap closure
- Employee and management satisfaction
- Number and percentage of roles filled and remaining vacancies
- Actual and average time/cost to recruit
- Response times on HR/personnel queries

Safeguarding / other duties and responsibilities

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, the London Child Protection Procedures and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the council
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role
- To ensure that the Headteacher is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection
- To comply with all the school's codes of practice, policies and procedures, including the code of conduct, and those relating to child protection, data protection and health and safety

- Comply with all Paddock School policies e.g. child protection, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to the appropriate person
- Ensure confidentiality at all times
- Contribute to the overall ethos, work and aims of Paddock School
- Attend training as directed and identified
- Establish and maintain constructive relationships and communication with other agencies, colleagues and professionals
- To be committed to the promotion of equality, diversity and inclusion within the whole school community and maintain an awareness of the school's equalities policy statement; to work to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their identity and culture are valued and respected; to report any instances of inappropriate behaviour or discrimination immediately
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning GDPR and Health and Safety.

Key Measures

- Management satisfaction
- Delivery of whole school training programme
- Quality and timeliness of data/information and reports
- Payroll on time

Person Specification

	Essential	**Desirable**
Qualifications	• Educated to degree level or equivalent • GCSE Maths and English Level C or above	• MCIPD
Experience	• 2 years relevant HR experience • Experience in planning and evaluating training • Experience of SIMS or other personnel information systems	• Experience of working in a special educational needs school • Experience of working with volunteers
Knowledge and Skills	• Working knowledge of relevant HR policies and codes of practice and awareness of relevant legislation • Ability to deal with resourcing, training and general HR issues • Knowledge of best practice training & development • Ability to analyse training needs across the school and to use this analysis as a basis for planning training • Ability to maintain high level of confidentiality and security of information • Excellent written and verbal communication skills • Highly developed interpersonal skills • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity	