

**Job Description & Person Specification**

**HR Assistant**

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| Job Description |
| Job Title: | Human Resources Assistant  |
| Pay Grade / Scale / Range: | Scale 4, Points 7-11 |
| Benefits & Perks: | Occupational Pension Scheme, Occupational Sickness scheme, healthcare scheme; TOIL scheme |
| Working hours: | 36 hours 40 minutes / Full year |
| Location: | You may be required to work at any site of the New Bridge MAT |
| Special circumstances: | Some out-of-hours working required at busy times.  |
| Staff responsible to: | Head of HR |
| Staff responsible for: | None |
| Accountable to: | CEO |
| Probationary period: | 26 weeks for new staff to the organisation |

**New Bridge MAT**

**HR Assistant**

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| **Purpose of the post**Under the supervision of the Transactional Services Officer, provide full and effective HR recruitment, administrative and basic advisory support across the organisations within the New Bridge Group.To ensure compliance with safer recruitment rules and practices, including full adherence to Keeping Children Safe In Education (KCSIE). |

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| **Main tasks****Recruitment** * To support with end-to-end recruitment for all roles including:
	+ writing and placing job advertisements ensuring accuracies around pay and terms and conditions as required.
	+ Monitoring application forms and liaise with applicants.
	+ Sending a selection pack e.g. application forms / shortlisting matrix to the relevant person (Staff Support Officer/line manager).
	+ Where applicable, sending out invites to interview and undertaking an online check
* To send the conditional confirmation offer letter to the successful candidate if required.
* At on-boarding interrogate the application form for gaps in employment, criminal disclosures.
* To check all documentation from the selection process and commence the pre-employment checks including, DBS, medical, overseas, teacher checks, qualifications’, salary verification, continuous service and right to work in the UK.
* To apply for and validate references for the successful candidates and forward to recruiting manager on receipt.
* To monitor and chase up pre-employment checks as required.
* To alert relevant parties to any significant issues that might impact on the offer of employment.
* To contact the successful candidate to get the confirmation of a start date.
* To prepare and send the statement of contractual particulars and monitor that it has been signed and returned.
* To provide the New Starter documentation to payroll.
* Upload all new starters onto HR MIS.

**Family Leave** * To support with all administrative aspects of Family Leave, including sending the member of staff the relevant family leave and family leave pay forms.
* To provide basic information on the entitlements associated with maternity leave and pay.
* To ensure that the MATB1 form is received or request from the relevant person (Staff Support Officer) if the employee is based in school
* To notify payroll of family leave and request that a family leave pay schedule is issued.
* To action any Early Return notifications and inform the relevant head/manager and payroll
* To carry out a maternity risk assessment for centrally based staff in the absence the Recruitment & Transactional Services Officer.

**Staff Pool Support*** To support the Head of HR with the provision of the Staff Pool, including support with recruitment and daily administration of the pool.

**Advisory Support*** Take and prepare minutes at formal meetings/hearings
* Maintain up to date knowledge by attending relevant HR updates provided by the central HR team and external providers (HR-Inform, ACAS etc.)

**Other duties*** To contribute to HR service, projects and working groups as appropriate.
* To undertake research, analyse findings and make recommendations to support service performance and improvements.
* To contribute to the collation and provision of management information data.
* To support formal training, briefing sessions undertaken by the HR service.
* Scan and copy documentation as required and keep personnel files (including digital files) up to date.
* This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive list of duties and tasks but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties.
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| Standard Duties |
|  | 1. To work across the New Bridge Group if required.
2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
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|  | 1. To uphold and promote the values and the ethos of the Trust.
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|  | 1. To implement and uphold the policies, procedures and codes of practice of the Trust, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
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|  | 1. To take a pro-active approach to health and safety, working with others in the Trust to minimise and mitigate potential hazards and risks, and actively contribute to the security of the Trust, e.g. challenging a stranger on the premises.
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|  | 1. To participate and engage with workplace learning and development opportunities, subject to the Trust’s training plan, working to continually improve own performance and that of the team/school.
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|  | 1. To attend and participate in relevant meetings as appropriate.
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|  | 1. To undertake any other additional duties commensurate with the grade of the post.
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| **Contacts**Colleagues within the school, staff of other education and healthcare professionals and visitors to the school |

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| **Responsible to:** | Head of HR |
| **Responsible for:** | Not applicable |

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| Special Conditions:An enhanced Disclosure and Barring Service (DBS) check is required for this post |

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|  | DATE | NAME | POST TITLE |
| PREPARED | September 2024 | Kayleigh DaviesSimon Smith | Head of HRExecutive Director - HR |
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PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

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|  | **Selection Criteria****Essential** | **Selection Criteria****Desirable** | **How Assessed** |
| **Education & Qualifications** | **Literacy and Numeracy skills to fulfil the demands of the role.** | CIPD qualificationDriving licence free from significant endorsement | AF / IAF / I |
| **Experience** | **Experience of supporting with all areas of recruitment administration i.e. setting up advertisements, sending application form matrix, liaising with recruiting manager****Experience of administrative processes to ensure compliance of Keeping Children Safe in Education****Experience of all relevant on-boarding tasks i.e. issuing contractual particulars / processing DBS applications / updating the single central record etc.****Experience of working with and handling confidential information**Experience of forming and maintaining paper based and electronic employee records**Experience of working with a HR Management Information System including gathering data and producing reports in an informative and concise manner****Experience of working in and contributing to an effective team as well as working on own initiative** Experience of working to tight deadlines | Experience of working in a school or other setting in an HR administrative capacityExperience of providing basic information on employment terms, conditions, policies and procedures | AF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / I |
| **Skills & Abilities** | **Interpersonal skills to establish, develop and maintain effective, positive working relationships with all stakeholders****Spoken communication skills to exchange information with a range of audiences, where the information can sometimes be complicated or of a sensitive nature****Written communication skills including the ability to write job advertisements and market job effectively**Analytical skills to research and investigate information and report back on findings**Organisational skills to work under pressure to complete tasks to potentially conflicting deadlines, which can involve prioritising own work and that of others if necessary****Ability to work flexibly and switch between competing demands, ensuring work is accurate**Initiative to respond to unexpected problems and working within guidelines to make appropriate decisions using recognised procedures and policies as a guide**Ability to use a range of ICT applications including excel spreadsheets and databases** The ability to identify problems and develop solutions using own initiative and without close supervisionAbility and discretion to deal with confidential matters sensitively |  | AF / IAF / IAF / IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **Knowledge and understanding** | **Knowledge and understanding of national terms and conditions for teachers and support staff** **Knowledge and understanding of the requirements of Safer Recruitment****Understanding of employment legislation relating to recruitment****Knowledge and understanding of HR policies and procedures**An understanding and commitment to Equality and diversity, Safeguarding and Health and Safety**Understanding of data protection and the need to keep information confidential**Understanding why safeguarding is important when working with children and young people |  | AF / IAF / IAF / IAF / IAF / IAF / IAF / I |
| **Work circumstances** | Commitment to personal development**To be punctual and have regular attendance****The post holder must be willing and able to work flexibly as may be required** To travel and work at any within the New Bridge Group as may be requiredOccasional out of hours working  |  | IIIII |

*Abbreviations:* AF = Application Form; I = Interview.

**Any candidate with a disability who meets the essential criteria will be invited to interview**