



Job Description

Job Title	HR Business Support Assistant
Pay scale	Scale 5 (Newham)
Location	Southend/Newham
Responsible to	HR Director
Purpose	To provide high quality HR and Payroll business support to the HR Director and the wider Trust Leadership Group, to enable the organisation to deliver its key priorities.
Job context	Members of the Business Support Tier of the organisation work as part of the Central Team and provide operational support to the Business Management Tier and the Trust Leadership Group and operational day to day support to individual academies within the Trust.
Generic Business Support Officer responsibilities	(For all Business Support Officer Tier roles:) <ul style="list-style-type: none">• To work with the Business Management Tier and Trust Leadership Group to ensure the financial sustainability and compliance of the Trust and each academy
Responsibilities of this role	Providing administrative support to the HR team, contributing to all aspects of an employee's lifecycle. Duties include:- <ul style="list-style-type: none">• Act as the first point of contact for the HR team, responding to routine queries and forwarding more complex enquiries to the relevant member of the team.• Assisting with recruitment administration, including vacancy advertising, processing job applications, management of shortlisting process, reference requests and arranging interviews.• Assisting with the appointments process; ensuring that all safer recruitment checks are completed and recorded within personnel records.• Issuing appropriate contracts of employment for new starters and variations.• Processing contract changes received by schools, in line with authorisation processes.• Uploading monthly return information from schools in relation to overtime and absence (pending full self-service implementation)



	<ul style="list-style-type: none">• Distribution of payroll reports to schools for variance checking. Liaising with payroll bureau to resolve discrepancies within cutoff deadlines.• Updating employee pension records, following systems and procedures set by relevant pension scheme administrators.• Providing monthly payroll schedules to third parties as required (pension scheme, union contributions etc)• Contributing to the monthly reporting returns process for the Teachers and LGPS pension schemes. This will include checking data for accuracy and resolving queries that arise.• Taking minutes at HR meetings as required, including formal hearings and trade union meetings• To undertake any other work appropriate to the level and general nature of the position.
Key safeguarding responsibilities	<ul style="list-style-type: none">• <i>To ensure that all safer recruitment policies and procedures are followed for the organisation, in line with current guidelines/legislation.</i>
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none">• Undertake any training commensurate with the post.• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>



Person Specification

Attributes	Evidence	Essential	Desirable	Evidence
Qualifications	<p>Good standard of formal education (including Maths and English)</p> <ul style="list-style-type: none"> • CIPD or equivalent HR qualification desirable 	X	X	Application form/interview/test
Professional Experience and Knowledge	<p>Experience of using MHR I-trent (or alternative payroll software)</p> <p>Experience of HR/Payroll administration</p>		X	Application form/interview/test
Personal aptitude, qualities and skills	<p>Flexibility with hours of work</p> <p>Excellent communication skills</p> <p>Able to deal professionally with all stakeholders</p> <p>Effective interpersonal skills</p> <p>Computer literate, preferably with knowledge of HR and Payroll systems</p> <p>Ability to work independently and within deadlines</p> <p>Ability to maintain confidentiality</p> <p>Commitment to equal opportunities</p>	X X X X X X X		Application form/interview/test