

Chief Executive: Mr Tarun Kapur CBE
Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of Human Resources Assistant at Dean Trust Ardwick, 345 Stockport Road, Ardwick, M13 0LF.

Salary: NJC Scale Band 5 Scale Points 19 - 22 (£31,067 - £32,654 FTE)
Start Date: as soon as possible
Working Pattern: Full Time, all year round
08:00am to 16:00pm Monday to Friday
Contract: Permanent
Location: Office-based at Dean Trust Ardwick, 345 Stockport Road, Ardwick, M13 0LF

What benefits are offered at The Dean Trust?

- 26/31 days annual leave entitlement (dependent upon length of service)
- Local Government Pension Scheme – Greater Manchester Pension Fund
- 24/7 access to an Employee Assistance Programme (free of charge)
- Cycle to work scheme
- Annual flu jabs (free of charge)
- Access to family friendly policies

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [The Dean Trust](#)

Method of Application

The preferred method of application is electronically via our career's website [The Dean Trust Careers](#). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of 09:00am 25th November 2024 will not be considered.

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

If you have any questions, please contact us on [insert telephone number] or email [insert email address]. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

Greenhey, Orrell, Wigan, WN5 0DQ
t: 01942 511987
e: office@deantrustwigan.co.uk
w: www.thedeantrust.co.uk

Registered in England 8027943 VAT Registration 195 3889 46
The Dean Trust is a company limited by guarantee.



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Human Resources Assistant
Reporting to	Headteacher
Main purpose of job	<p>To support the Headteacher and the Central HR Team in the provision of a high quality, customer focused, efficient HR service for the school, ensuring that confidentiality and data protection requirements are met at all times.</p> <p>This is a customer focused role to provide effective support across the entire HR function.</p>
Key responsibilities:	
<ul style="list-style-type: none">• Ensure the efficient running of the HR function at an operational level for your respective school• Provide day to day support and advice to Senior Leaders and employees on HR policies and procedures• To effectively manage the recruitment process from placing and monitoring adverts, organising and facilitating interview sessions, compiling and distributing interview packs and ensuring that safer recruitment practice is adhered to at all times throughout the recruitment process• To carry out the on-boarding process for all new starters. Including all pre-employment clearances, obtaining references and producing conditional offer letters and contracts• To ensure all new employees receive the appropriate induction and any relevant documentation on commencement of employment• To support the management of probationary reviews within required timescales ensuring all relevant paperwork is completed and retained on HR files.• To advise on the essential safeguarding checks that are required for all visitors/volunteers/trainee's• To manage the information required for employee changes to terms and conditions of employment including contract amendments and variations, new starters and leavers, maternity/paternity/adoption and shared parental leave requests and flexible working requests, and provide the required information to the payroll manager in line with the monthly deadlines.• To provide administrative and organisational support to the school and central HR team with various casework, e.g. disciplinary, capability, grievance, attendance matters, escalating any complex matters to the Central HR Team.• To manage the leaver process including which includes all elements of offboarding such as, payroll processing and undertaking exit interviews• To ensure the accurate input of employee payroll information and absence data on a monthly basis, ensuring that deadlines are met. To work closely with the payroll team to ensure all monthly payroll changes are processed accurately.• Support the Central HR Team on the full range of HR matters from casework, communication of new HR initiatives, recording of employee data, employee wellbeing etc.• To maintain and manage HR records via the management information system and employee personnel files, with satisfactory security and confidentiality to ensure compliance with GDPR• To be responsible for maintaining the Single Central Record for the school, ensuring that it is kept up to date and checks in line with legislative requirements at all times	

- Maintain accurate staff absence records within the schools management information whilst tracking and monitoring staff absence triggers, in line with the attendance management policy
- Support Senior Leaders with absence management, processing Occupational Health referrals, arranging and attending formal health review meetings as required
- To accurately input and maintain personnel records within the school management information system and produce reports on staff data as and when required.
- To complete and submit the annual School Workforce Census to the DfE
- To update personal knowledge and skills on a continuing basis and take part in relevant development activities
- You may be required to work at all the school sites within the current and future Trust and to travel to other venues as and when required
- To undertake any other reasonable duties at the request of the HR Director and HR Manager

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

Education and qualifications	<p>Essential</p> <ul style="list-style-type: none">• 5 GCSEs or equivalent, including A*-C in English and Mathematics• A Level qualification or equivalent <p>Desirable</p> <ul style="list-style-type: none">• Formal HR qualification and membership of a professional association i.e. CIPD
Experience	<p>Essential</p> <ul style="list-style-type: none">• Experience of working in a HR role• Experience of using management information systems, inputting data and maintaining systems <p>Desirable</p> <ul style="list-style-type: none">• Experience of working in a HR role within an educational setting
Knowledge	<p>Essential</p> <ul style="list-style-type: none">• Excellent working knowledge of Microsoft Office including Word, Excel and Outlook• Knowledge of HR legislation, administrative procedures and regulations• Knowledge of core HR processes such as recruitment, absence management, probation and maintaining employee records <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of safer recruitment in education practices• Experience of payroll administration
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none">• Excellent time management, organisational and administrative skills• Ability to work to deadlines at high pressure periods with excellent attention to detail and accuracy levels• Managing a diverse and varied workload, regularly prioritising workload and conflicting priorities• Proactive individual with the initiative and ability to work without direct supervision, taking responsibility for tasks and pride in their role and the quality of their work• Self-motivated, enthusiastic, confident with a positive attitude• Highly developed interpersonal and communication skills with the ability and confidence to communicate effectively at all levels and with a wide range of stakeholders• Confidence and ability to establish professional and effective working relationships• Willingness and ability to work co-operatively as part of a team and self-motivate when working independently• Willingness to undertake further training/development opportunities• Willingness to contribute to wider school activities• Ability to handle confidential issues and materials sensitively and appropriately• An individual who aligns with and demonstrates The Dean Trust values and expectations• Ability to work with tact, diplomacy and maintain confidentiality• Ability to demonstrate resilience

- | | |
|--|--|
| | <ul style="list-style-type: none">• Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required |
|--|--|