

**Job Description**  

**Human Resources Assistant (Permanent\*)**

**Higher Degree Apprenticeship in Chartered Management**

**Reports to:** HR Adviser

**Pay Scale:** SFCA Support Staff Pay Scale, points 3-6 (Currently £23,807 – 24,575) with pay increments each year\*

**Key Working**

**Relationships:** All members of SMT

**Hours of Work:** Full-time, full year - 37 hours per week with half an hour for lunch

1 study day (or equivalent) at East Norfolk (pattern of work to be discussed and agreed with the post holder)

Flexibility with the study hours will be required during non-term time to provide cover.

\*Subject to passing each year of the course.

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**Key purpose of role:**

This training position provides the postholder with Human Resources experience whilst studying for a degree in Management. This post provides the opportunity to develop in business management and work with the senior management team at East Norfolk. At the end of the 4-year degree, the postholder will have a permanent role at the College supporting the Human Resources Adviser to ensure that the Senior Management Team are effectively supported in their people management planning

Successful completion of the 4-year degree will lead to a BA (Hons) degree in Management, and Chartered Manager status. The apprenticeship will be delivered by blended learning, which is a combination of online distance-learning and in-person teaching and learning. The in-person teaching is delivered through one day on campus workshops.

At the end of the degree there will be the opportunity to study for CIPD (Chartered Institute of Personnel and Development) qualifications at Level 5 and Level 7, leading to professional accreditation in HR or payroll qualifications depending on the postholder.

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**Main Responsibilities:**

The postholder will undertake the following duties, although these may be subject to change.

**Business and Human Resources Support**

1. Work under the direction of the HR Adviser to provide administration and support all people matters including for the support of checks and training.
2. Provide support for projects for staff and students under the guidance of the HR Adviser.
3. Working with the HR Adviser to support the development of improvements in HR online systems.
4. Review the internal staff communication under the guidance of the HR Adviser to improve them.
5. Support the analysis of the impact of the College’s performance including staff data for reports as required for the HR Adviser or SMT to analyse.
6. Updating staff records as necessary including keeping qualifications, personal details and vehicle information for all staff up to date and as directed by the HR adviser.
7. Organise and take the minutes of meetings for HR including organising diaries, communicating with different stakeholders.
8. Supporting whole college training days and under the direction of the HR Adviser arranging for different events as part of academic, support and wellbeing improvements.
9. Coordinate staff training, such as minibus driver assessments and first aid certification, to ensure compliance and readiness
10. Act as the Work Placement Coordinator for Year 10 work experience students, liaising with departments and external stakeholders to organise placements and ensure appropriate support and documentation.
11. Answering telephone, email and in person queries from staff, signposting to the HR Adviser as appropriate and answering the routine queries within own sphere of confidence and competence.
12. Ensuring that leavers’ documentation is completed, and college property and exit questionnaires returned.
13. Reviewing the Smoothwall notifications on a regular basis and forwarding them to the HR Adviser and/or line manager for further action.

**Recruitment Administration**

1. Support the HR Adviser to carry out DBS and other checks including supporting the HR Adviser to keep the Single Central Record up to date.
2. Support the HR Adviser with the efficient running of recruitment and selection processes by processing vacancy requisition forms, liaising with management and external agencies to place adverts, updating the college website with vacancy information, producing interview schedules, booking rooms, arranging hospitality, producing panel packs, checking applicants’ details on day of interview etc.
3. Support the HR Adviser to produce offer letters, contracts of employment and variation letters with detail and accuracy for approval by the Senior Management Team seeking guidance from the HR Adviser where necessary.
4. Sending out welcome packs to new staff, induction/probation forms to line managers and monitoring return, updating the documentation including induction, probation and welcome packs for approval by the HRA/SMT on an at least annual basis.
5. Conducting all pre-employment screening checks, escalating any complex queries/cases to the HRA as necessary.
6. Producing lists of starters and leavers for relevant personnel.
7. Work with line managers to ensure that DBS clearances are up to date for all staff, bank workers, contractors, volunteers, and work placements.
8. Monitoring the placement of volunteers and work placements, ensuring line managers complete the relevant documentation and that screening checks are carried out referring any concerns to the HRA.
9. Arranging induction training for new starters for E & D to support new staff and monitoring the return of induction evaluation forms.
10. Acting as the lead contact for Apprenticeships (advertising vacancies, liaising with apprenticeship providers to sign employees up to their chosen course and monitoring/updating the Apprenticeship Services website as appropriate).

**Absence Reporting**

1. Monitoring staff absences and producing individual absence reports for line managers when an employee triggers under the Managing Sickness Absence and Ill Health Policy.

2. Compiling monthly sickness absence/trigger reports for SMT (in discussion with the HRA) and monitoring the completion and return of absence requests, sickness/return to work interview forms, recruitment documentation and new starter documentation.

3. Completing monthly sickness return for the payroll service at SAAF.

4. Keeping the HR Adviser and Cover Manager updated with planned staff absence information.

**Payroll Administration**

1. With the support of the HRA and the Director of Finance and Resources, reconcile the monthly payroll return.
2. Monitor payroll changes and updates to be notified to SAAF with the HR Adviser.

Any other reasonable duties as directed by the HR Adviser, Director of Finance and Resources, or by the Principal.

***All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.***

**The post holder will also:**

1. Contribute to the Trust’s Quality Assurance processes as required
2. Participate in the College’s PRD Scheme as required and attend training and development as appropriate to the role.
3. Work within the guidelines and policy and procedure requirements laid down by Trust policies in such matters as Safeguarding, Health and Safety, Risk Management and Equality and Diversity.
4. Demonstrate positive behaviours in accordance with the values of the Trust.
5. Demonstrate commitment to own continuous professional and personal development.
6. The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by his /her line manager or Principal
7. This job specification is subject to annual review by the line manager and Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder.

**Health and Safety Responsibilities of all staff, including apprentice(s):**

1. Under the Health and Safety at Work etc. Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
2. Report any incidents, accidents and near misses to line manager in accordance with policy.
3. Ensure that personal protective equipment (PPE) provided for his/her safety is maintained and used appropriately and that any problems are reported immediately to his/her line manager.
4. Report any health concerns to line manager which may be work related or which may affect his/her ability to do their job safely.
5. Attend all statutory and essential H&S training as designated by his/her line manager.
6. Comply with Trust and departmental H&S procedures relevant to his/her particular area and systems of work including emergency procedures.

This job description sets out the duties and responsibilities of the post but these may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Any changes may be made subject to consultation with the post holder.

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| **Signed (postholder)** |  |
| **Date** |  |

**PERSON SPECIFICATION: HR Assistant Higher Degree Apprentice**

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| **CRITERIA**  | **ESSENTIAL** | **DESIRABLE** | **Assessed** **From:** |
| **QUALIFICATIONS** | 96 UCAS Tariff points equivalent to 3 A levels at grades C or above. Equivalent UCAS Tariff points also accepted from BTEC Level 3 Diplomas and Access to HE Diplomas.Minimum of 5 GCSEs including Maths and English at grade C / 4 or above. |  | ApplicationCertificates |
| **KNOWLEDGE/****UNDERSTANDING** | Understanding of Inclusion and Safeguarding  Understanding of professional boundaries including the importance of working with sensitive and highly confidential information | Knowledge or understanding of business studies or human resources or an interest in eitherKnowledge or understanding of working or volunteering in an educational environment.  | Application InterviewReferences |
| **EXPERIENCE** |  | Experience of working or volunteering in educational environments  | ApplicationInterviewReferences |
| **SKILLS/ABILITIES** | Effective communication skills, both verbal and writtenAbility to work effectively as part of a team and on own initiative Good IT and creative skillsGood telephone manner and able to communicate well with external stakeholders by telephone, online and in writing |  | ApplicationInterviewReferences |
| **ATTRIBUTES** | Flexible and adaptable Calm approach and able to work under pressure |  | InterviewReferences |