

## Job Description

<b>Title of post</b>	People Assistant
<b>Salary</b>	Grade G SCP 13-18 £29,064 - £31,537 FTE (Actual Salary £22,989- £24,946)
<b>Hours of work</b>	35 hours per week, Term Time Only 8:00am – 3:30pm <b>OR</b> 8:30am – 4:00pm Monday to Friday
<b>Line manager and responsible for reviews</b>	Head of People

### Main Purpose of the Post

Working with the Head of People and the People Partner, the People Assistant is an important role and a key point of contact within the Trust. To act as an initial point of contact for People-related questions from managers and staff, offering support on areas such as contracts, sickness and absences (e.g., annual leave), case management and recruitment. The role requires accuracy, confidentiality, timeliness, attention to detail, and good customer service.

### Responsibilities

#### Absence & Wellbeing

- Responsible for the administration of sickness absence and other leave types all in line with relevant policies.
- Support managers and staff in the management of attendance, by ensuring that the absence reporting procedures are followed, and provide support with sickness review meetings.
- Support the People Officer carrying out effective absence monitoring, guiding line managers in managing attendance and sickness issues.
- Liaise with Occupational Health for the provision of referrals of employees.
- To provide People advice around absence issues e.g. sickness, discretionary leave, medical appointments etc. The post holder will refer to the Trust People team as required for detailed support and guidance.
- Ensuring that employee absence records on the People System are up to date and that People Partner is informed of any transactions in advance of the relevant payroll cut off.
- Provide support to team members dealing with challenging situations and ensure access to support services when needed.
- Responsible for managing the intranet on wellbeing to maintain a supportive and healthy work environment and culture for our teams.

#### Recruitment & Onboarding

- Responsible for coordinating the recruitment process for all Trust schools. This will involve tracking the online recruitment system for recruitment authorisation, placing adverts, answering queries from candidates.
- Be responsible for posting volunteering roles as required and carrying out the necessary safer recruitment checks
- If required, to sit on interview panels to support recruiting managers, ensuring that the process is fair and meets the organisation's equal opportunities policy.

- Responsible for carrying out safer recruitment, right to work and employment checks ensuring the recruitment panel are aware of any matters that require clarification.
- Administration of offer letters, contracts and recruitment related documentation for successful applicants.

### **People System; Records & Payroll**

- Administer the People System (Every) to ensure that the employee data is accurate to produce the Workforce Census, Audit and the Single Central Record, by;
  - Maintaining the People System including any contract changes and additional contracts
  - Ensure that all employee documentation and correspondence is stored in the People System.
  - Prepare various letters, including those relating to contractual changes; leave of absence, leavers; employee relations matters;
- Supporting employees, colleagues and management with People & Payroll queries and deal courteously and efficiently with staff who require support.
- Carry out exit interviews for leavers.

### **Casework**

- Support and assist managers in employee relation matters including investigations, disciplinary meetings and hearings. This will involve activities such as:-
  - arranging diaries and attending meetings,
  - taking minutes and drafting letters.
  - ensuring packs are available as required and corresponding with relevant parties and policies
- To assist in the provision of an effective, flexible and responsive in administrative service for the Trust, in collaboration with the wider People Team.

### **Wider Responsibilities**

- Uphold and promote the Trusts/school's safeguarding and child protection policies at all times
- Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children, families or the community
- Contribute to senior leadership team decision making and school improvement planning
- Promote equality, inclusion and high expectations for all staff and pupils
- Carry out duties in line with NSAT policies, professional standards and statutory requirements

### **Generic Responsibilities**

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Executive Team or Line Manager subject to appropriate competence and training
- Adhere to the NSAT Staff Code of Conduct

### **Other**

The above list is not exclusive or exhaustive, and the Trust may require the post holder to undertake duties commensurate with the level of the role.



Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.

To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.

Accept and commit to the principles underlying the Schools Equal Rights policies and practices.

Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.

Must be legally entitled to work in the UK.

## Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

## Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and reflecting the Trust's values at all times.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

## Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible and positively promote the work that is carried out.

**Northern Star Academies Trust**

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*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*