



## JOB DESCRIPTION

<b>Post title:</b>	People Assistant
<b>Academy:</b>	Shared Services – People Team
<b>Reporting to:</b>	Senior People Partner
<b>Salary/pay range:</b>	SCP 5-6
<b>Hours of work:</b>	37 hours per week, All Year round

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### Job purpose

To provide administrative support to the People team, ensuring accurate recordkeeping and assisting with day-to-day HR processes across the Trust. The post holder will work under the direction of the Senior People Partner and contribute to an efficient, customer focused HR service for staff, academies, and central teams.

### Main duties and responsibilities

#### HR Administration

- Support the People Administrator with maintaining personnel files and completing routine data entry into HR systems.
- Assist in monitoring the People, Recruitment and general info mailboxes and directing queries to the appropriate colleagues.
- Help prepare standard letters and documents.
- Provide general admin support for recruitment processes (e.g., printing packs, scheduling calls, organising interview materials).
- Support the administration of preemployment checks under supervision, including references, ID verification and documentation collection.

#### Record Keeping & Compliance

- Assist with maintaining accurate HR records, including sickness logs, absence forms and training records.
- Provide guidance and support to our academies on maintaining the Single Central Record, working under the direction of the People Administrator
- Ensure confidentiality and data protection principles are consistently applied.

#### Payroll & Staffing Processes

- Provide support in preparing paperwork such as new starter forms, change of contract information, and leaver details for payroll submission.
- Help monitor deadlines to ensure timely submission of routine HR information to payroll.

## **Recruitment & Onboarding**

- Support with advertising roles, organising interview schedules, contacting candidates, and coordinating logistics.
- Prepare welcome packs for induction and support the onboarding process under direction.

## **General Support to People Team and Shared Services team**

- Assist with photocopying, filing, archiving and digitalising HR documents.
- Provide basic administrative support such as scanning, printing, organising post, ordering stationery and maintaining office supplies.
- Act as the first point of contact for all HR and general enquiries received via telephone and email, ensuring timely and helpful responses.
- Undertake general office duties as and when required to support the smooth running of the People function and wider Shared Services team.
- Help gather information for reports, audits, and HR improvement projects.
- Respond professionally to basic staff queries or signpost them to the People Administrator where appropriate.

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## **Other duties**

- Carry out any other duties in accordance with the expectations of a People Assistant at the reasonable request of the Senior People Partner and Strategic Director of Operations.
- Ensure that the area of work complies with legislation relating to health and safety and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.