

## **Job Description**

**Human Resources Assistant, 41 weeks per year**

**Monday to Friday, 8.30-5.00, 37.5 hours per week,**

### **Role Summary**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role will support the HR Manager in the delivery of an operational HR service to all employees ensuring compliance with relevant legislation

### **Duties and Responsibilities:**

Maintain appropriate HR systems for capture and management of recruitment, employee, volunteer, governor, peripatetic staff and other HR data

Ensure that all employee data and staff files are secure, accurate, up-to date and fully compliant with all relevant legislation

Deliver an end to end recruitment process including: liaising with managers, setting up vacancies, preparing adverts, job descriptions and person specifications, setting up interviews, liaising with candidates, producing offer letter and employment contracts for review

Administer the recruitment checking process for employees, volunteers, self-employed, agency staff, i.e. DBS checks, references, overseas checks, medical etc

Organise and administer new joiners, leavers, and changes to employment status, following relevant checklists in a comprehensive and timely manner, responsible for inputting data onto SIMS

Record and report on staff absence, holiday and discretionary leave requests, first aid courses and compliance checks for approved minibus drivers

Produce relevant reports regarding reviews for induction, probationary periods, performance reviews and exit interviews

Capture and record any training provision and monitor all required training and development needs

Organise and schedule relevant Training for all new joiners and organise and arrange all refresher training for all in a timely manner

Administer and keep up to date the single central register (SCR) of appointments ensuring the data captured complies with current legislation

Assist with day to day questions and help resolve work-related problems ensuring the HR Manager is fully updated

Assist in communicating company policies and procedures

Implement new procedures to ensure the smooth running of the school.

Assist with hospitality events including open days

Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact

Ensure all communication is undertaken in an efficient and professional manner and on a timely basis. Promptly and politely responding to incoming telephone calls, answering all queries effectively and seeking further advice if necessary to ensure satisfactory outcomes.

Provide cover for Reception on an as and when basis, greeting politely and efficiently all visitors to the school, answering all queries effectively and seeking further advice if necessary to ensure satisfactory outcomes.

Undertake other duties appropriate to the grade and responsibilities of the role as may be required

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

### **Professional development**

Participate in the school's appraisal procedures and training and development in order to improve own practice.

### **Communication**

Being aware of confidential issues linked to home/pupil/school work and to keep confidences as appropriate, communicate effectively with the whole school community.

Working with colleagues and other relevant professionals

Being aware and adhering to school policies and procedures, collaborate and work with colleagues and other relevant professionals within and beyond the school, develop effective professional relationships with colleagues.

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Understanding of the school framework calendar and how that affects workloads.

### **Personal and professional conduct**

Maintain high standards of ethics and behaviour, within and outside school, demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community, have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties appropriate to the level of the role.*

**Working pattern:** Normal hours of work are 8.30am – 5.00pm with an hour unpaid lunch break, 41 weeks per year, [35 weeks & 6 additional weeks during the school holidays per year]

**Salary:** Actual salary range £20,750 to £23,900 per annum which is based on FTE of £23,000 - £26,500 per annum pro rata depending on skills and experience

**Holiday:** The holiday entitlement is 5 weeks per year plus public holidays on a pro rata basis. It is expected that leave will be taken in school holidays only [18 weeks per year].

**Pension:** Support staff pension scheme

**Cycle to work** scheme following successful completion of probation

**Employee Assistance Programme** cover for you and your immediate family members\*, 24 hours a day, 7 days a week, 365 days a year

**School Fees discount** following successful completion of probation

## Person Specification

Criteria	Essential/Desirable	Assessed by
<b>Qualifications</b>		
Educated to A Level standard and a minimum of 5 GCSEs (9-5/ A*-C) including Maths and English	Essential	Application Form/ Certificates
Experience of further relevant study in a related area including part qualified CIPD		
<b>Experience and Skills</b>		
Experience and knowledge of HR, recruitment and associated administration ideally within a regulated environment	Essential	Application Form/ Interview
Excellent organisational skills; ability to plan and coordinate activities and establish priorities in a timely manner		
Shows initiative and the capability to follow through quickly and efficiently with all tasks; the ability to think ahead and work flexibly without the need for constant direction to deliver outputs		
Excellent attention to detail skills		
Understanding of the importance of confidentiality and discretion, and able to deal with sensitive and personal information. Knowledge and understanding of the principles of data protection legislation		
An excellent command of written English; high level spelling and grammatical skills		
Experience of producing quality correspondence and documents		
Good ICT Skills and software knowledge including Microsoft office, database programmes, managing data input and producing reports		
Experience of establishing and maintaining effective working relationships at all levels		
Experience of working calmly under pressure to deadlines		
Evidence of a track record of working with young people in a school environment	Desirable	Application Form
<b>Personal Attributes</b>		
Professional image, manner and approach	Essential	Application Form/ Interview
Problem-solver with a 'can-do' approach, positive and constructive attitude dealing with all enquires in a professional and sensitive manner		
Able to use initiative and use problem solving skills		
Able to be adaptable and be flexible to respond to regularly changing requirements		
Willing to attend further courses and training as necessary		
<b>Other</b>		
Satisfactorily meeting the School's employment checks - including Disclosure and Barring Service (DBS) check, health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances