



## JOB DESCRIPTION

<b>Post Title</b>	HR Assistant
<b>Salary Scale / Grade</b>	Scale 4 SCP 7-11
<b>Hours/Weeks Per Year</b>	30 hours per week, term time plus 10 days per year (to be mutually agreed, around organisational need)
<b>Reporting to</b>	HR Business Partner

### **Purpose:**

With the support of the HR Business Partner, to ensure efficient and effective HR provision for the school, by being the first point of contact for HR queries and undertaking associated administration, in particular the coordination and administration of recruitment, contracts, contractual variations and payroll input and checking .

### **Key Accountabilities:**

#### **Cover arrangements**

- Starting at 07.15am, to manage and coordinate arrangements for cover throughout the school, so as ensure all classes are taken by appropriately qualified staff in the event of absence.
- To record all supply teaching arrangements appropriately in the school's supply cover system (SIMS). To ensure that appropriate staff and Curriculum Leaders are aware of teacher absences and cover arrangements in place.
- To remain aware of all school events which may affect teachers' availability to attend classes and to plan class cover for teachers due to attend training, educational events or other pre-arranged activities.

#### **HR Administration**

- Recording sickness absence data and coordinating the completion of return to work interviews by line managers;
- Coordinate the organisation and administration of all aspects of the recruitment process, including job descriptions, placement of adverts, liaison with line managers for questions and tasks, creation of interview packs, inviting candidates to interview, reference requests and pre-employment checks;
- Maintain up to date and accurate employee records (electronic and manual), adhering to record templates, including the Single Central record;
- Coordinate the prompt production and distribution of letters to staff detailing relevant offers of appointment, contracts, contractual variations and leaver confirmation;
- Administration of DBS checking, ensuring required documentation is obtained, applications are progressed and completed;
- Maintenance of the paper filing systems, including the setup of files for new employees and volunteers, filing of documentation, and organisation, retention and destruction of files for leavers.
- Maintenance of electronic filing systems, ensuring a full record of documentation which is titled appropriately and stored in an efficient system;

- Support the Business Partner in the coordination of attendance management data for the Federation, supplying associated data and documentation to line managers, SLT and the Governing Board;
- Prompt recording of staff absence information, including the processing of all absence request forms;
- Act as the reference point for Payroll services ensuring the prompt preparation and processing of monthly payroll returns such as overtime, expenses, contractual variations and termination of employment;
- Ensuring monthly payroll preview reports are accurate, identifying and reporting any concerns to the HR Officer and Payroll provider for remedial action;
- Respond to day to day HR queries, referring more complex queries to the HR Business Partner

Other Responsibilities:

- To follow and support the school's policies reflecting the Trust's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the school's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.
- To promote and safeguard the welfare of students and young people you may come into contact with.
- To undertake any other reasonable tasks as directed by the HISP Central HR function or Executive Headteacher .

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

## PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
<b>QUALIFICATIONS AND TRAINING</b>			
GCSEs at 4 / C or above in English and Mathematics or equivalent	✓		A
NVQ level 3 or equivalent		✓	A
Relevant CIPD qualification or working towards		✓	A, I
<b>EXPERIENCE</b>			
A range of experience of working in an office environment dealing with HR functions	✓		A, I
Day to day working experience and skill with Google Docs, Google Mail, Google Sheets and database systems	✓		A, I
Record keeping and administrative experience	✓		A, I
Experience of Arbor		✓	A, I
Experience of working in an educational setting		✓	A, I
Relevant personal and professional development		✓	A, I
<b>KNOWLEDGE AND UNDERSTANDING</b>			
Good working knowledge of legislation and pay and conditions for both teaching and support staff	✓		A, I
Understanding and experience of the main safeguarding principles		✓	A, I
<b>SKILLS AND ABILITIES</b>			
Meticulous attention to detail and a systematic approach to work to achieve a high level of accuracy	✓		A, I
Excellent interpersonal, verbal and written communication skills and ability to compose clear and concise correspondence and documentation	✓		A, I
Good level of competence in ICT, particularly Google software	✓		A
Ability to self-manage, work flexibly and under own initiative to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition with the ability to remain impartial and objective in all matters	✓		A, I
Work constructively as part of a team, understanding team roles and responsibilities and your own position within these	✓		A, I
<b>PERSONAL QUALITIES AND ATTITUDES</b>			
Be a person of integrity and maintain high quality, professional relationships with all, acting as role model to students	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I