**Job Description**

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| **Post:** | **Human Resources Assistant** |
| **Salary/Grade:** | **Grade 5** |
| **Responsible to:** | **Head of Human Resources** |

**Main purpose of the post:**

To assist the Head of Human Resources and HR team in providing a professional HR service, and to work closely with the HR team in order to ensure an effective and efficient operation of the HR function within the Trust.

Provide general administrative support to the HR function, including updating letters and template packs/documents, creating spreadsheets and power point presentations, taking notes and minutes of meetings, and arranging meetings when required.

Ensure the trust maintains and develops accurate and up-to-date computer records and information systems.

**Outline of Responsibilities:**

1. **HR Administration**
   1. Confidently use computerised management information systems and/or paper based filing systems to enter, record and retrieve data, supply information in response to requests and make reports and returns required by a variety of different sources.
   2. Provide supporting advice to managers and staff on first line HR queries (e.g. recruitment, systems help, and special leave), referring less straightforward matters to the HR Advisors and/or Head of HR where necessary.
   3. Produce a range of HR letters and correspondence using templates (e.g. Support Staff Standards Payment, incremental progression)
   4. Communicate with people in person, on the telephone and using email to respond to queries, provide information and services, and take and record messages.
2. **Recruitment and induction**
   1. Provide administration support at all stages of the recruitment process e.g. updating job descriptions and person specifications, placing adverts, putting together shortlisting and interview packs, arranging interviews, provide advice on straightforward recruitment/selection queries.

* 1. Take up and record pre-employment clearances e.g. references, work permits, DBS clearances, Barred list checks, qualification checks and medical clearances etc.
  2. Assist in undertaking social media checks on shortlisted and successful candidates
  3. Assist in the administration of offer letters and contracts of employment ensuring it is processed in line with Trust requirements.
  4. Administer the Trust’s vacancy board and publish on other appropriate websites and platforms to provide maximum exposure.
  5. Update the single central record and ensure this is complaint with safeguarding and Ofsted requirements.
  6. Act as the first point of contact for all staff who are new into the organisation and require advice and basic organisational guidance.
  7. Assist in coordinating the staff induction process and ensure that it is effectively managed and to provide a HR induction if required.

1. **Absence management**
   1. Maintain manual and computerised sickness records as required i.e. recording of medical certificates, self certification, leave of absence and sickness trigger forms.
   2. Support on-site visits to schools, such as note taking and return to work meetings if required.
   3. Provide initial advice on absence management, helping interpret sickness information and fit notes are kept up to date and cover all periods of absence.
2. **Staff Performance Management** 
   1. Assist in the administration and collation of the annual teacher and support staff appraisal process.
3. **Quality Assurance** 
   1. Participate in continual professional development and coaching and mentoring to enhance knowledge and share and transfer good practice.
   2. Seek to continually improve standards.
   3. Contribute to the Self Assessment Report and Quality Improvement Plan within the HR area.
   4. Participate in the Trust’s Performance Management Review system and have an annual review meeting with your line manager.
   5. Keep a professional development file to record personal training and development.
4. **Equality and Diversity**
   1. Create a purposeful, positive and supportive environment, sensitive to equality and diversity.
5. **Safeguarding**
   1. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy/procedures and the Prevent Strategy, reporting all concerns to an appropriate person.
6. **Communications**
   1. Ensure strict confidentiality is maintained at all times.
   2. Attend team and Trust events, briefings and meetings as required.
   3. Use the Trust systems, policies and procedures to communicate issues as necessary.
7. **Other**
   1. Work flexibly providing cover for absent colleagues when required.
   2. Use knowledge to provide input to assist with the development and implementation of new HR systems and processes.
   3. Produce ad hoc reports and workforce statistics.
   4. Support the Head of HR/HR advisors in other tasks related to HR administration.
   5. Undertake research as directed by the HR Team.
   6. Contribute to the Trust mission and ethos and support the aims and objectives of the Trust.
   7. Follow and comply with the Trust’s policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect the levels of Health & Safety across the Trust.
   8. Undertake any other duties of an equal nature as assigned by the Centre Principal, Head of School, Chief Operating Officer or their designated alternates.