

JOB DESCRIPTION



Job Title: Human Resources Assistant

Grade: F

Responsible to: Human Resources Manager

Main Purpose of Job

To contribute to the effective running of the Human Resources Department; providing confidential administrative support under the direction and guidance of the Human Resources Manager. Duties will include the coordination of arrangements for staff absence monitoring and return to work interviews, assisting with the recruitment process, updating staff records, maintaining fire registers, checking claim forms and inputting data, as well as completing payroll forms.

Main Duties and Responsibilities

- 1) To carry out the work of the Human Resources Office confidentially, effectively and appropriately, as directed by the Human Resources Manager, through the use of effective organisation and planning to ensure timely completion of all tasks and adherence to deadlines including, but not limited to:
 - Being responsible for the collection, checking and submission of staff overtime claim forms in accordance with appropriate deadlines and as advised by the Human Resources Manager. Keeping an accurate record of accrued casual staff holiday pay/hours.
 - Assisting with the recruitment of vacancies; collating applications and arranging interviews, liaising with staff as required. Obtaining references and helping with the management of interview days.
 - Carrying out appropriate pre-employment checks on new staff in line with HR procedures.
 - Recording daily absences, organising with line managers review meetings as required.
 - Maintaining staff information, including carrying out relevant annual checks on staff and updating HR electronic systems and payroll as required and in line with internal HR procedures.
 - Supporting the Human Resources Manager in ensuring that the Single Central Record is up to date; monitoring and requesting letters of assurance as required.
 - Scanning and electronic filing of documentation as per the naming convention used within the Human Resources Department. Maintaining paper records as required.

- Organising staff training with regard to Wrap and safeguarding as required by the DSL Lead.
 - Maintaining fire registers and updating fire officers as required.
 - Providing cover for the Cover Supervisor as directed by the Human Resources Manager.
- 2) To be aware of and adhere to all Trust and School policies, maintaining confidentiality at all times.
 - 3) To have excellent personal and communication skills and a highly professional manner.
 - 4) To be responsible for your own continuing self-development, undertaking training as appropriate with the support of the Human Resources Manager.
 - 5) To be a team member; undertaking other duties appropriate to the grading of the post as reasonably required and directed dependent upon the needs of the Trust. The Trust reserves the right to revise this job description at any time.

Acknowledgement of Receipt

I hereby confirm that I have received and read this job description.

Sign:.....

Print Name:.....

Date:.....

PERSON SPECIFICATION



Job Title: Human Resources Assistant

Grade: F

Date: March 2022

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Ability to use Microsoft software including Word, Excel and Outlook	Experience of working within an educational environment. Experience of school data & information systems eg SIMS.	Application form Interview Pre-Interview Assessment
<u>Education & Training</u>	5 GCSEs at Grades A-C or 9-4 (or equivalent) including Mathematics and English at grade B or 5 and above Attainment of level 3 qualifications or equivalent (e.g. A Levels).		Application form Exam certificates
<u>Special Knowledge & Skills</u>	Good ICT skills. Good Communication skills. Good Organisational skills.	RSA/OCR or equivalent typing/secretarial qualifications	Application form Interview Pre-Interview Assessment
<u>Any Additional Factors</u>	Professional, tactful and sensitive. Reliable and have a flexible approach to work. Discreet, diplomatic manner. Able to work on own initiative and in a team. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people		Interview References