



## JOB DESCRIPTION



<b>Job Title:</b>	<b>HUMAN RESOURCES ASSISTANT</b>
<b>Grade:</b>	LV05 point 8 to 12
<b>Hours:</b>	37 hours per week, term time plus inset days
<b>Responsible to:</b>	The Headteacher
<b>Liaison With:</b>	Senior Team, SECAT Central HR Team, Headteacher's PA

### KEY ROLE:

The post holder is responsible for:

Supporting the Headteacher with the provision of high-quality HR assistance that ensures that responsibilities for staff welfare and compliance with HR policies and procedures are fulfilled

### MAIN DUTIES AND RESPONSIBILITIES

- Keep up-to-date, the school's Single Central Register (SCR) reporting any changes to the Centre and cross-checking with all available information
- Process all updated DBS checks for current staff
- Assist the Centre with the monthly absence monitoring report
- Administer Personnel monthly returns to the payroll provider in relation to absence and unpaid leave.
- Carry out maternity risk assessments for expectant mothers and liaise with the payroll providers on expected delivery dates, start dates and pay provisions.
- Liaise with the Headteacher and the Central Team's HR department, with regard to the recruitment process of any new staff, following closely MAT procedures.
- Ensure the accuracy of staff data on the MIS
- Maintain and enter basic staff details, absence, training completed and any other required information on the school's personnel system.
- Liaise with the Central Team's HR department regarding staffing matters as required to ensure the MAT's procedures comply with legal and regulatory requirements
- Complete relevant documentation required for those staff starting and leaving.
- Undertake appropriate induction of administrative staff, and any others the Headteacher chooses.
- Liaise with the School Data Lead regarding accuracy of personnel information for the completion of the school workforce census

- Manage the leave of absence process ensuring senior line managers are informed of any requests needing their authorisation
- Upload monthly variances onto the Trust's payroll provider
- Provide the Headteacher with all necessary information to allow payroll authorisation
- Manage all confidential personnel filing

## **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports, and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills, and grade at any site within the Trust.

**Post Holder's Name:** .....

**Signature:** ..... **Date:** .....

**Line Manager's Name:** .....

**Signature:** ..... **Date:** .....

## HUMAN RESOURCES ASSISTANT Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English and maths (or equivalent)</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• HR related qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Administrative work within a busy setting</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• HR specific experience</li> <li>•</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Strong skills in all aspects of Microsoft Office including TEAMS</li> <li>• Ability to prioritise work effectively</li> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Ability to respond positively to and actively support Senior Management within the Trust</li> <li>• Ability to work as part of a team</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school environment</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to maintain confidentiality in all circumstances</li> <li>• Proactive approach to work being responsive, empathetic, and supportive to all within the school</li> <li>• Able to establish effective relationships with those working in and with the school</li> <li>• Ability to build and form good relationships with colleagues and students</li> <li>• Understand the importance of physical and emotional wellbeing of staff and pupils</li> <li>• Have a sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute new ideas and ways of working</li> </ul>