

**Job Title:** HR Assistant

**Responsible to:** Director of HR

**Pay band** CI £28, 598 to £31, 022

**Actual Salary** £16, 620 to £18, 028

**Hours:** Part time 25 hours, (ideally) over 5 days

**Hours to be negotiated**

**Permanent**

### **Purpose of the Role**

The HR Assistant will provide efficient and effective administrative support to the HR function, ensuring compliance with employment legislation and school policies while supporting the Director of HR. This is a varied role within a busy operational environment, offering excellent opportunities to develop a career in HR.

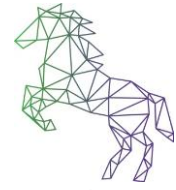
### **Person Specification**

We are looking for a team player who:

- Has an awareness of HR in a professional environment
- Has strong communication skills and is confident communicating with employees at all levels
- Is self-motivated, proactive, and able to work independently
- Is organised, detail-focused, and able to manage multiple priorities
- Handles sensitive information with discretion
- Radiates positivity and takes pride in their work
- Maintains high levels of confidentiality at all times
- Works with the Director of HR to ensure statutory and regulatory compliance
- Leads by example
- Is willing to be flexible and support members of the leadership team as and when required, in consultation with the Director of HR

### **Key Responsibilities**

Recruitment and Onboarding



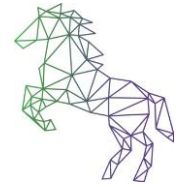
- Support an effective recruitment service, including posting adverts and responding to queries
- Maintain and monitor the recruitment inbox
- Ensure application forms comply with safer recruitment guidelines
- Work with the HR Officer to implement fair and robust safer recruitment procedures in line with Keeping Children Safe in Education and relevant equality legislation
- Coordinate onboarding, ensuring new staff receive required policies and training
- Book training courses on Leeds for Learning for staff

### **HR Administration**

- Create and maintain online personnel files and monitor compliance
- Proactively monitor probation periods to ensure they remain on track
- Manage offboarding processes, including coordination with HR Officer on payroll
- Support staff absence and return-to-work procedures
- Conduct sickness absence meetings and return-to-work meetings where appropriate
- Analyse staff absence data to identify patterns and trends, taking appropriate action
- Support HR Officer with payroll processes
- Act as note-taker at meetings, hearings, and HR panels
- Provide advice and support on school reorganisations, ensuring personnel matters are addressed
- Other HR administration tasks as and when required

### **Compliance and Professional Standards**

- Willingness to learn employment law and best practice in schools
- Embrace the duty to safeguard and promote the welfare of all students
- Maintain GDPR compliance
- Be part of the SARs team
- Promote a high profile for HR within the school



- Take responsibility for own professional development

## Wellbeing and Culture

- Promote and support whole-staff wellbeing
- Contribute positively to school culture and HR visibility
- Distribute the birthday gift to staff monthly.

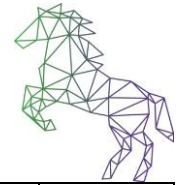
The duties and responsibilities are indicative and may vary over time.

You may be asked to support till duties.

Any Special Conditions of Service: There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to additional duties not listed above but that are appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Grade C/4 or above in GCSE English & Maths or equivalent level 2 qualification	*		A/Q
Qualification in HR (e.g. CIPD level 5) or working towards or equivalent experience		*	A/Q
<b>KNOWLEDGE/SKILLS</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Extensive knowledge and use of Microsoft office	*		A/Q/R/S
Good numeracy/literacy & ICT skills	*		A/R/S
Able to communicate effectively with a wide range of stakeholders and build professional relationships including with unions	*		A/R/S
Able to accurately input/retrieve data information from variety of sources	*		A/Q/R/S



Able to multi-task prioritise work to meet conflicting deadlines	*		A/R/S
Knowledge and skills to safeguard the welfare of Children and Young People and uphold your professional responsibility		*	A/Q/R/S
Basic understanding & knowledge of academy systems and procedures		*	A/R/S
Knowledge and understanding of teaching staff terms and conditions		*	A/R/S
<b>EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Experience of working in a fast-paced HR environment	*		A/R/S
Experience of dealing with HR queries from a wide range of people in a customer focussed environment	*		A/R/S
Experience of providing excellent customer service	*		A/R/S
Experience of participating in a team and working on own initiative	*		A/R/S
Experience of supporting a range workforce management issues in line with policy and procedures	*		A/R/S
<b>PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Excellent communicator	*		A/R/S
Effective team member	*		A/R/S
Sense of humour, energy and enthusiasm	*		A/R/S
Self motivated	*		A/R/S
Resilience	*		A/R/S

A = Application form

R = References

Q = Qualifications

S = Selection process