

**Job Description**  
**HR Assistant**

<b>Job Title</b>	HR Assistant
<b>Grade</b>	Scale 3.5 – 3.6
<b>Hours</b>	25 hours per week
<b>Reports to</b>	Trust HR Manager, Heads of School, Vice Principals, Business Manager
<b>Liaison with</b>	Trust HR Manager, Executive Headteacher, Heads of School, teaching staff, support staff, partner schools, agencies and professionals
<b>Job Purpose</b>	To plan and coordinate an effective and strategic HR function in school
<b>Generic Duties</b>	<ul style="list-style-type: none"> <li>• Provide a comprehensive HR service in liaison with the Trust HR Manager and Heads of School</li> <li>• Provide HR clerical, administration and reprographics support as required by the Trust HR Manager, Heads of School Vice Principals, booking events, courses and meetings as requested ensuring accurately typed documents and correspondence, meeting deadlines as required.</li> <li>• Draft highly confidential documents ensuring they are completed and agreed in a timely manner</li> <li>• Liaison with partner schools, agencies and professionals where needed.</li> <li>• Process starters and leavers and work with fiancé to inform payroll</li> <li>• Oversee induction procedures in line with safer recruitment practices</li> <li>• Liaise with the Executive Headteacher and Heads of School, complete administration for the recruitment, selection and appointment procedures for all teaching and support staff including pre-employment checks</li> <li>• Manage and maintain all pre-employment checks including DBS and prohibition checks and their renewal</li> <li>• Provide and seek references for future and current members of staff</li> <li>• <u>Maintain</u> keeping SIMS Personnel Database and Single Central Record well ordered, accurate and up to date</li> <li>• Ensure that staff records personal records are maintained and secured and that data is handled in accordance with statutory provisions and the schools Policy, ensuring that clear procedures are in place and that files are accessible to authorised staff members only</li> <li>• Working with Heads of School, the Executive Head Teacher and Vice Principals to ensure attention is paid to staff occupational health and welfare</li> <li>• Hold informal conversations with teaching and support staff regarding HR matters when required</li> <li>• Manage and record staff absences ensuring sickness absence paperwork is issued, completed and recorded.</li> <li>• Collate key administration relating to HR matters in relation to Ofsted inspections including the schools Single Central Record</li> </ul>

	<ul style="list-style-type: none"> <li>• Booking rooms, welcoming guests and serving refreshments as required</li> <li>• Meeting deadlines and working under pressure</li> <li>• Take meeting minutes where necessary</li> <li>• Co-ordinate resources and upkeep of files.</li> <li>• Be responsible for the preparation and accurate submission Compile and return the School Workforce Census return, ensuring the institution is compliant with statutory guidelines</li> <li>• Such other reasonably requested duties as may be required as support</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> <li>• To support the ethos of the Academy</li> </ul>

## HR Assistant – Personal Specification

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Education and Qualifications</b>		
1. Experience of working within a HR environment	D	
2. Knowledge of relevant policies and procedures	D	
3. Equivalent of Maths & English GCSE pass	E	
4. Experience of working in an office environment	E	
5. Ability to complete letters, forms and reports to a high standard	E	
6. Experience of working in a confidential environment	D	
<b>Key Skills and Abilities</b>		
1. Ability to prioritise, plan and organize with meticulous attention to detail	E	
2. Ability to manage time effectively to meet deadlines and work under pressure	E	
3. Ability to take responsibility and work on own initiative	E	
4. Ability to procure contract services, evaluate performance and negotiate solutions with suppliers	E	
5. Excellent ICT skills with the capacity to learn to use new systems and software	E	
6. Excellent communication skills, both oral and written, including presentational skills	E	
7. Ability to form good working relationships both within the MAT and with external bodies and suppliers	E	
8. Demonstrate strong communication skills and the ability to build relationships with key stakeholders at all levels	E	
9. Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues	E	
10. Managing systems to ensure that high quality information is available	E	
11. Good working knowledge of MS Windows and Office Suite including MS Excel and Word	D	
12. Excellent planning skills	E	
<b>Attributes</b>		
1. Reliable, respectful, responsible and conscientious approach	E	
2. Establish and maintain appropriate professional relationships	E	
3. Able to maintain integrity and confidentiality at all times	E	
4. High level of initiative and ability to work independently or as part of a team with a range of staff	E	
5. Sense of humour and equable temperament	E	
6. Able to remain calm and composed under pressure and work to deadlines	E	
7. Commitment to and understanding of equal opportunities and safeguarding	E	

8. Strategic and analytical thinking	E	
9. Organizational wide holistic approach	E	

LIFE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment. Enhanced DBS disclosures is required for this post.