

## Job Profile

<b>Job title:</b>	<b>Human Resources Administration Assistant</b>
<b>Contractual</b>	36 HPW, term time only 39 weeks per year
<b>Hours:</b>	8.30am to 4.30pm, including lunch break
<b>Grade:</b>	APTC Scale 3
<b>School:</b>	Corbets Tey School
<b>Reports to:</b>	Human Resource Officer
<b>Staff managed (if any):</b>	N/A

### Job Purpose and Context

The Human Resource Assistant is a member of the school support staff, one of a team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders. The Human Resource Assistant is often a first point of contact and is, therefore, expected to demonstrate exemplary customer service to both internal and external customers and be able to independently and proactively resolve problems and complaints in a sensitive manner.

The Human Resource Assistant has specific responsibility for ensuring safer recruitment practice is followed in the school and that staff recruitment, induction, probation, absences, payroll are managed in line with policy. They should have an in depth knowledge of the statutory requirements and duties of the school with regard to human resources and relate this to the needs of the school. They should also have current and up to date awareness and understanding of human resource developments and initiatives and understand the impact that this will have on the school. This will need to be applied in developing school administrative procedures.

### Roles and Responsibilities

1. To help and support the Human Resources Officer and other Administration staff to do their jobs efficiently and effectively.
2. To attend training as required to keep up to date with current legal requirements and local arrangements around the management of human resources;
3. To support operational HR processes, e.g. safer recruitment, organise interview tasks and schedules, timesheets, inductions, absence management, workforce census, as directed.
4. Monitoring and updating of the Single Central Record.
5. To ensure HR policy documents are kept up to date in accordance with external HR guidance.
6. Ensure that staff personnel and employment records are kept up to date on the school SIMS systems and being responsible for reminding staff to notify of any changes.

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**This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.**

7. To communicate with people in person, on the telephone and using email to respond to queries and resolve problems and complaints, provide information and services to customer requirements and take and record messages (using the school systems).
8. To raise staff awareness of HR issues and information for the staff through staff bulletin contributions and supporting information sessions at staff meetings.
9. To monitor the probation process for new staff by keeping records and reminding teachers and other managers to ensure that the required probation meetings are carried out at the correct times throughout the probationary period.
10. Be familiar with all HR and staffing procedures and provide advice, guidance and support for staff, signposting when necessary.
11. To use electronic management information systems (MIS) and/or paper based filing systems to enter, record and retrieve data, supply information in response to requests and make returns required by a variety of different sources.
12. To use complex spreadsheet conditional formatting functions and word processing functions to plan, prepare, layout, and create administrative systems to meet the needs of the school.
13. To use the school IT systems in accordance with established procedures.
14. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
15. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
16. To complete school based induction and any subsequent training required to improve ICT competence and performance and the various SIMS packages used in schools,
17. To take part in the school performance management system.
18. Other duties as required.

**Notes:**

The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

## London Borough of Havering

### Administrative Assistant Person Specification

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and manage and supervise the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to follow directions given by the senior leadership team	✓		Interview
Ability to manage and coordinate administrative services	✓		Application & interview
Ability to communicate confidently with people at all levels	✓		Application & interview
Ability to present a professional image to the school	✓		Application & interview
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
An understanding of the importance of accurate record keeping and systems that keep vulnerable children and young people safe	✓		Interview
An understanding of human resources, health, safety and security issues in schools	✓		Interview
An understanding of safeguarding issues in schools	✓		Interview
An understanding of school office systems, procedures and policies	✓		Application & interview
A willingness to become conversant with and apply the policies and procedures of the school	✓		Application & interview
<b>Qualifications and experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
A high level of IT skills to support the use of complex spreadsheet and word processing tasks	✓		Application & interview
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
Two years relevant experience in administration and organisation	✓		Application & interview
Experience in the SIMS computerised package used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview