**Job Title:** HR Assistant

**Pay Scale:** SCP 10 – 15 (£27,693 - £30,023 Full Time Equivalent) Term Time Only preferred

**Location:**  Noel Baker Academy

**Line Manager:**  Operations & Business Manager

**Job purpose:**

The role is to work as part of the Academy Operations & Business Management Team to provide HR administrative support under the line management of the senior team member. The role will have coaching support from the Trust Central HR Team, to help develop HR skills further. The role will be responsible for all aspects of Academy HR services including contract management, end to end recruitment support, staff policy administration, training records, safer recruitment compliance, HR systems administration, providing day-to-day advice and guidance on HR policy related queries and any other HR requirements. Additional support may be required to be provided to other areas of the team including finance colleagues and other administrative support as part of cover arrangements however the primary focus of the role is HR.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive. These principles underpin the day to day culture for support to our academies.

**Duties and Responsibilities:**

* Undertake HR administration tasks including preparation of letters, emails and documents using relevant HR systems
* Maintain and update manual and computerised records and management information systems for all employee records in line with statutory compliance
* Produce data and evaluate reports as required either by the Senior Leadership Team or Central HR
* Ensure all staff appraisals are diarised and completed in line with policy requirements
* Maintain the Single Central Record for the Academy and ensure all employee files are compliance under guidance from the Central HR Team
* Provide day-to-day advice and guidance on HR policy related queries
* Arrange and organise meetings relating to employee processes e.g. booking rooms and take notes e.g. staff attendance reviews, investigation meetings or others under the guidance of the Central HR Team
* Contribute to the planning and development of internal HR systems and processes
* Ensure any changes to HR Systems are made in an accurate and timely manner
* Monitor triggers in line with the sickness absence policy and initiating appropriate actions
* Prepare recruitment advertising materials for the school, organising recruitment activities including all candidate management processes
* Producing contracts of employment and new starter paperwork for new staff and ensuring all relevant safeguarding checks are made and recorded accurately on the SCR
* Ensuring all leavers, variation, maternity, performance review, absence, references etc. are produced and paperwork is completed and entered into the HR system in an accurate and timely manner
* Monitoring fixed term end dates and probationary periods and taking appropriate action to support managers with the process
* Coordinate induction for new starters
* Develop and maintain training records
* Support the tracking and maintenance of appraisal records
* Support the Operations and Business Manager with all people related risk assessments, e.g. specific health or maternity risk assessment
* Support the Central HR Team with any employee relations matters with Academy staff as directed
* To carry out any additional duties and school business as appropriate to the grade and level of responsibility of the post and to cover for team members as appropriate
* May be required to provide additional cover or support to other administrative functions

**Influencing and Managing Relationships:**

• Headteacher

• L.E.A.D. Central Support

• External agencies

• Governors

• Senior Leadership Team

• Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. Job descriptions are reviewed periodically and update from time to time in line with requirements.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

**HR Assistant Person Specification**

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **E** | **D** |
| **Qualifications and Attainments** | * Studied to a minimum standard of GCSE (grade A\* - C or 9-5), or equivalent, in English and Maths * Relevant Business Administration qualification or equivalent work experience * Relevant HR Qualification (e.g. CIPD level 3) Or commitment to working towards qualification | E | D  D |
| **Skills and**  **knowledge** | * Excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels * High level organisational skills * Strong ability to analyse and manipulate data * Basic report writing skills * Able to work as part of a team and contribute towards its success * Able to use all MS Office programs particularly Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases * Able to work to tight deadlines, managing and prioritising time effectively * Excellent record keeping skills * Self-starter, with and ability to work independently & use own initiative to overcome obstacles * A working knowledge of HR systems (e.g. HRIS, payroll etc.) * Experience of interviewing and assessing as part of a recruitment process | E  E  E  E  E  E  E  E  E | D  D |
| **Experience** | * Working in an environment where experience includes taking initiative and self-motivation within the remit of the role * Previous experience of working in a HR role * Experience of working in an education setting * Experience of managing data systems for reporting to management and other stakeholders * Working as a member of a team * Experience of dealing with confidential information | E  E  E  E  E | D |
| **Personal Attributes** | * Have an openness to learning and change * Have a positive attitude to personal development and training * Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility * Demonstrate good interpersonal skills * Demonstrate integrity, confidentiality, impartiality and empathy * Have good interpersonal skills | E  E  E  E  E  E |  |
| **Additional Requirements** | * This role is subject to an enhanced DBS * Hold a driving licence and have access to own vehicle | E | D |

Reviewed November 2023