



Job Description & Person Specification

Post Title	HR Assistant
Location	Trust Offices, Unit 11, The Business Quarter, Ludlow Eco Park, Ludlow SY8 1FD
Reporting to	HR & Operations Manager
Salary/Pay Range	Grade 6 £26,824 - £28,142 (£13.90 - £14.59 per hour)
Contract Type	Permanent (Full Year)
Hours of Work	37 hours per week (Monday – Friday)
Annual Leave Entitlement	26 days + Bank Holidays (Less than 5 years service) 31 days + Bank Holidays (More than 5 years service)
Pension	Local Government Pension Scheme (LGPS)
Additional Requirements	Willingness to undertake occasional travel and have access to own vehicle

Job Purpose

To provide efficient administrative support for HR and payroll functions across the Trust. The role will focus on maintaining accurate records, assisting with recruitment administration, and supporting payroll preparation under guidance. Additionally, the role requires being comfortable using social media platforms to promote careers and opportunities within the Trust.

Key Responsibilities

- Assist with monthly payroll preparation by collating and checking data.
- Maintain accurate employee records in SAMPeople.
- Manage the HR inbox, responding to routine queries and escalating complex issues.
- Support recruitment administration, including posting vacancies and scheduling interviews.
- Assist with onboarding processes for new staff.
- Ensure data integrity across HR systems.
- Provide administrative support for compliance processes under guidance.
- Assist with generating reports as directed.

- Use social media channels to support promotion of careers and vacancies across the Trust.
- Attend virtual and in-person meetings and occasional school visits as required.
- Build positive working relationships with school staff and colleagues.
- Support other central team colleagues as and when required.

Other Responsibilities

- The postholder will be required to share the Trust's commitment to safeguarding and promoting the welfare of children and young people and must adhere to all safeguarding policies and procedures.
- Maintain strict confidentiality of all staff and pupil information in line with GDOR and Trust policies and procedures.
- Ensure compliance with data legislation and Trust data security protocols
- Be aware of, and comply with, all Trust's policies and procedures.
- Promote equality of opportunity and ensure compliance with the Trust's Equality and Diversity Policy
- Comply with all health and safety regulations and take responsibility for your own and others' safety.
- Demonstrate professionalism and integrity in all interactions, upholding the Trust's values and policies
- Participate in mandatory training, including safeguarding, GDPR and safer recruitment.
- The ability and willingness to work at and travel to different Trust campuses from time to time.
- This job description is not exhaustive and may be subject to change. It is intended to provide a general overview of the role and responsibilities, which may evolve in line with the needs of the Trust and its schools.

The post holder may also be required to undertake other tasks commensurate with the level of responsibility for this role.

Person Specification

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Associate member of CIPD (Level 3) or working towards/willingness to the qualification	D	✓	
Level of education equivalent to 5 passes at GCSE (levels 9 to 4)/NVQ 2 or demonstrable relevant experience showing clear evidence of excellent numeracy and literacy	E	✓	
Experience			
Providing high-level administrative services in a complex, multi-site or regulated environment	E	✓	✓
Providing advice and guidance to managers and/or customers on HR-related matters	D	✓	✓
Working in a customer-facing role	E	✓	✓
Working in HR/payroll/pensions administration	D	✓	✓
Familiarity with HR systems or other management reporting systems	D	✓	✓
Managing staff records in SAMPeople	D	✓	✓
Working in a large and diverse organisation	D	✓	✓
Knowledge, Skills and Abilities			
Working on own initiative and making judgements within the defined boundaries of the role	E	✓	✓
Excellent IT skills and good working knowledge of Excel, databases and the remaining MS computer packages e.g. able to set up and maintain spreadsheets and interrogate information for use in management reports	E	✓	✓
Strong customer-oriented, solutions focussed approach	E	✓	✓
A team-based approach to work	E	✓	✓

Knowledge of a range of administration, HR, payroll and/or pensions practices and procedures acquired through relevant training and/or experience	E	✓	✓
Excellent standard of verbal communication, able to convey advice clearly and concisely	E	✓	✓
Excellent interpersonal skills with the ability to develop successful working relationships	E	✓	✓
Good standard of written communication, able to write fluently and concisely with attention to detail e.g. letters, reports, policies	E	✓	✓
Knowledge of current employment law pertinent to areas of work	D	✓	✓
Good time management skills, together with a methodical and organised approach to work	E	✓	✓
Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications	D	✓	✓
Further Requirements:			
Commitment to Equality and Diversity including awareness of relevant legislation	E		✓
Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults	E		✓
Due to the nature of the role, the ability and willingness to work at and travel to different Trust locations from time to time is essential.	E		✓
VALUES-BASED BEHAVIOURS:			
Grace:			
Demonstrate compassion and respect in all interactions, promoting dignity and well-being	E		✓
Acts with empathy and understanding to all stakeholders	E		✓
Service:			
Shows commitment to improving outcomes for children and young people.	E		✓
Displays resilience and creativity in finding solutions to challenges.	E		✓
Models high standards and strives for excellence in all aspects of work.	E		✓

Family:			
Builds strong, positive relationships across the Trust and wider community.	E		✓
Works collaboratively and inclusively, valuing diversity and fostering belonging.	E		✓
Communicates with honesty and transparency, creating trust and shared purpose.	E		✓