

JOB DESCRIPTION

Job title: HR Assistant (Central)

Team: HR & Hub Operations

Reporting to: Senior HR Officer (South Hub and Central)

Contract: Term time only (40 working weeks) or Full year

Grade: 6

Salary: £26,824- £29,064 (pro-rata for part-time) with a pay award pending expected to be at least 3.3%

Hours/week: 15 to 20 hours per week

Location: Based at Watlington School for at least one day per week the role can also work from home for the remaining working hours. There is occasional travel to other schools within the Trust to support recruitment or other processes in person.

Main purpose of the role

Working in partnership with the Hub HR Team and Hub Operations Team, to support all aspects of the central team and schools' HR and people practices so that they are well delivered, in line with statutory and regulatory requirements, including recruitment, professional development, employee relations and policy development.

SPECIFIC RESPONSIBILITIES:

Recruitment and onboarding

- Working closely with the Senior HR Officer, support the end-to-end recruitment process, including:
 - ❖ Supporting the development of job descriptions, person specifications, adverts, selection processes and interview questions;
 - ❖ Liaising with agencies, collecting applications and fielding candidate queries;
 - ❖ Coordinating and providing onsite support for selection processes.
- Coordinate the onboarding process, including:
 - ❖ Completing and recording pre-employment checks;
 - ❖ Managing contractual and onboarding paperwork;
 - ❖ Supporting school leaders to plan and implement inductions.
- In conjunction with the School Office Managers, conduct safer recruitment checks for new starters, visitors, volunteers and contractors.

Pay, benefits and record management

- Process routine information for payroll and pensions, including expenses and claims as appropriate, and support with more complex payroll and pensions information as appropriate;
- Maintain up to date records on the Trust's HRIS and personnel files;

- Maintain the relevant Single Central Records, ensuring that they are fully compliant and up to date at all times;
- Undertake administration of employee benefits schemes, such as Childcare Vouchers and Cycle to Work schemes;
- Support the provision of management information as necessary.

Professional development and training

- Support performance development process and maintain comprehensive records;
- Support the provision and recording of CPD activity, including administering the Hub's e-learning platform, following up late completions, and producing management information as necessary;
- Provide administrative support for apprenticeships;
- Support development of HR training

Employee relations

- Process leave requests and absence forms, undertaking follow-up activities such as analysing monthly data and providing relevant information to support decision-making;
- Maintain sickness absence records and monitor absence levels, alerting leaders in the event that trigger points are approached.
- Provide administrative support for formal meetings.

Policies, procedures and compliance

- Support the communication of HR policies to staff and field related queries;
- Support and the implementation of personnel-related health and safety procedures;
- Be part of the HR policy group and support an HR Officer or Senior HR officer to review policies
- Undertake other HR-related administrative tasks as necessary.

Culture and strategy

- Support staff wellbeing initiatives;
- Support Equality, Diversity and inclusion initiatives;
- As an active member of the Hub Operations Team, contribute to the development of the schools' operational support
- Support Trust HR Group and individual school HR meetings

General Duties:

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

The post holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times.

General responsibilities:

- Comply with, and assist with the development of, Acer Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.

- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the Trust.
- Lead, attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

Safeguarding Children and Young People

Acer Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.