

Central Trust
Job Description

Name:	
Job Title:	HR Assistant
Salary range / job grade:	SCP 7-11
Responsible to:	HR Lead
Responsible for:	Administration of Trust HR processes
Effective Date:	ASAP

Role and Context

Purpose:	To support the HR Lead and Academies with HR administration in an accurate, efficient and effective manner enabling the trust schools to provide excellent learning opportunities for our students.
Main Responsibilities:	<p>Delivering a generalist HR service including:</p> <ul style="list-style-type: none"> • Administration • Supporting and offering guidance in accordance with policies • Analysing data • Maintaining accurate HR records • Ensuring compliance with HR best practice • Issuing documentation • Ensuring deadlines are met, including those relating to the monthly payroll • Working at all times with attention to detail to ensure accuracy of information • Promoting and representing the trusts behaviors in all activities • Attending and contributing to HR meetings • Assist with HR projects
Recruitment and Onboarding	<ul style="list-style-type: none"> • To provide support throughout the recruitment and onboarding process • Advising and completing vetting checks • Recruitment process
Other Administration Support	<p>Managing the HR functional mailbox</p> <ul style="list-style-type: none"> • Completing general administration to the highest possible standard, including but not limited too issuing, contracts, contract variations, leavers letters, note taking and updating databases and benefit platforms. • Producing and analysing robust HR data • Absence data reports • People headcount • Probation reviews • New starters • Leavers • Equality data • ONS data

Database Management	<ul style="list-style-type: none"> • Maintain the HR database with accuracy, ensuring all entries are current and precise. • Generate reports such as headcount and sickness statistics to support and inform decision making. • Look for ways to make the system the most efficient that we can.
Safeguarding	<ul style="list-style-type: none"> • To commit and promote fully to the safeguarding agenda. • To actively promote the trusts safeguarding policy and be aware of personal responsibilities to report concerns.
Stakeholder Engagement	<ul style="list-style-type: none"> • To act as a role model for the department and the trust. • Provide a customer focused service to all colleagues and managers responding in accordance with agreed SLA. • Own and maintain the HR functional mailbox and support the recruitment functional mailbox.

Personal Specification

	Personal Specification	Essential	Desirable	Application Form	Certificate	Selection Process	Reference
Qualifications	Good general level of Education with 5 GCSE LEVEL 5 and above including Math's and English	√		√	√		
	ICT literate with good keyboard skills	√		√	√		
	Evidence of recent professional development		√	√	√		
	HR qualification CIPD level 3 or working towards or willing to study		√	√	√		
Experience	Administration duties in an office environment	√		√		√	√
	Use of MS office including Excel and word	√		√		√	
	Maintenance of accurate records and filing systems computerised	√		√		√	
	Experience of working in an educational environment in a (multi academy trust or large academy)	√		√		√	√
	Record of good time management skills and ability to priorities work effectively	√		√		√	
	Work constructively as part of a team, understanding school roles and responsibilities and your own position in these	√		√		√	
	Experience of administration of HR processes	√		√		√	
	Knowledge of administration of payroll systems		√	√		√	
	Ability to relate well with colleagues and	√				√	

	including external colleagues						
	Ability to meet targets and deadlines and prioritise a workload of self to manage a variety of activities concurrently	√				√	
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	√				√	
	Professional approach to duties and presentation	√		√		√	
	The ability to demonstrate respect for diversity and to promote equal opportunities for all and inclusion.	√				√	
Other	Hold a full driving license	√		√			
	A helpful and calm and organised manner.	√		√		√	

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date: