

## MATRIX ACADEMY TRUST

### HR Assistant

Arrangement:	37 hours per week All year round Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 7 Spine Point 25 - 28
Main Purpose:	To provide assistance and administration involving HR processes across Trust sites. Assisting the HR Manager and HR Director with administration tasks.
Main Activities:	<ul style="list-style-type: none"> <li>• To assist with the recruitment process of staff including interview arrangements.</li> <li>• Complete safer recruitment checks at interview and hold interview and application documentation for at least 6 months.</li> <li>• Produce Offer Letters, request references, complete necessary paperwork for DBS checks and right to work checks.</li> <li>• Upload relevant payroll documents as required.</li> <li>• Attend Trust School sites and minute take where necessary for confidential staff meetings.</li> <li>• Assist Managers to co-ordinate initial HR responses to grievances and disciplinary matters.</li> <li>• To assist with the administration of the Single Central Record.</li> <li>• Support with aspects of employee relations for example, preparation of papers in relation to grievance and disciplinary cases.</li> <li>• Support Line Managers in dealing with staff absence and return to work interviews, and if necessary, subsequent Occupational Health referrals.</li> <li>• Recording and monitoring of staff absence and timekeeping.</li> <li>• Implementing the absence trigger points in coordination with Managers as outlined in the staff sickness policy.</li> <li>• Arrange probationary reviews within 6 months with line managers.</li> <li>• Maintenance of the HR electronic filing systems.</li> <li>• Assisting with completing job adverts and posting to suitable vacancy sites e.g. My New Term, Indeed.</li> <li>• Assist Schools with administration tasks including pay progression letters, meeting outcome letters.</li> <li>• Assist Managers with the development and maintenance of documentation e.g. Staff Handbook and Policies.</li> <li>• Assist gathering and analysing HR data for statutory returns.</li> <li>• Record absences on the Payroll system Edupay and SIMS.</li> <li>• To work across multiple school sites as required for additional HR administration support.</li> <li>• To undertake full administration duties to the highest level of accuracy, speed and confidentiality.</li> <li>• Any other administration duties relating to HR processes.</li> </ul>
Additional duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the Trust community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required.</li> <li>• Any other duty as deemed appropriate to the post by the HR Director.</li> </ul>
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This job description may be amended at any time, following consultation between the CEO and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The CEO retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

**MATRIX ACADEMY TRUST**  
**Person Specification – HR Assistant**

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths)	E	A/I/S
Relevant administration qualifications	D	A
CIPD Level 3 (or willingness to work towards)	E	A
<b>Experience and Knowledge</b>		
Experience of working within a similar administration role	E	A
Experience of dealing with confidential matters	E	A/I/S
Experience of HR administration e.g. employment checks	E	A/I/S
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Familiar with office equipment e.g. phone systems, copiers	E	A/I
Working within a school or fast paced environment	E	A/I
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Good time-management and organisational skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Effective team worker	E	I
Excellent inter-personal skills	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Ability to handle highly confidential information	E	I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*