

The Keys Academy Trust

Job title	HR Assistant
Employer	The Keys Academy Trust
Responsible to	HR Manager
Employment status	Permanent; part time (term-time only), with the expectation to work within the Central Team of TKAT and, where needed, visit Trust schools.
Grade/Scale/Salary	Grade 4 (7-11)
Hours of work	18.5 hours (2.5 days) per week, term-time only. 1 day will be focused on the Polehampton Schools, and 1.5 days will be supporting TKAT operations.

Safeguarding statement

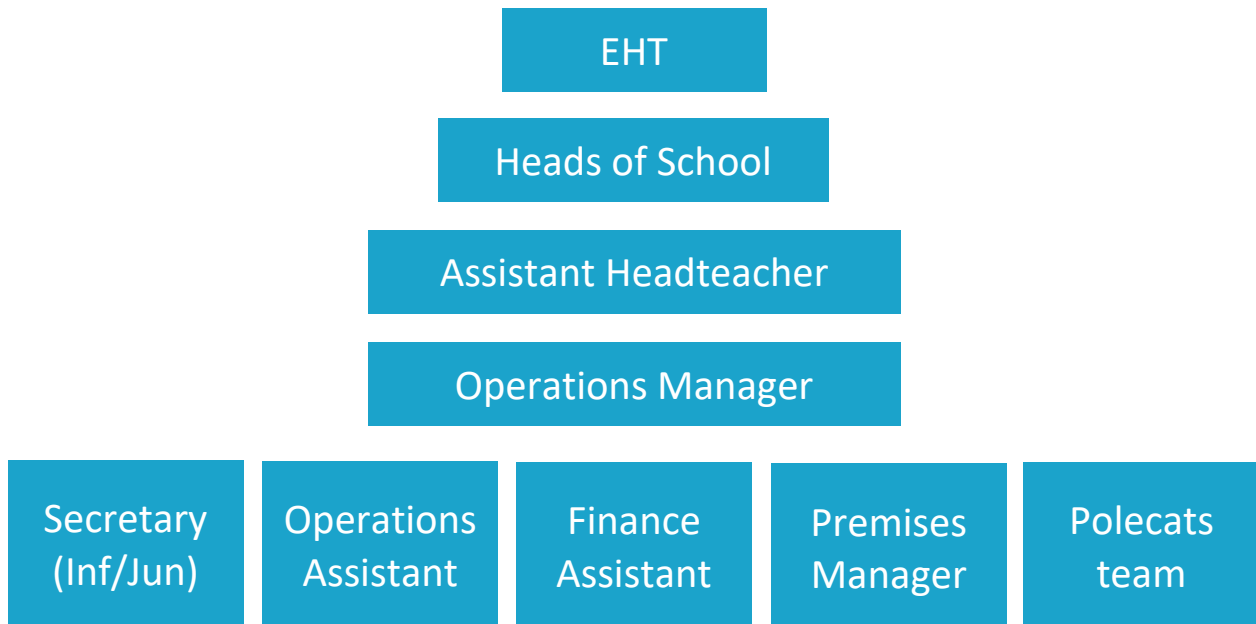
We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to the following:

- Providing a safe environment for children and young people to learn in.
- Identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main job purpose

To provide efficient administrative support for all HR processes, ensuring accurate records, compliance with employment legislation and a positive experience for employees throughout their employment lifecycle.

Organisation Chart: School



Organisation Chart: TKAT Central Team



Job Description

1. Recruitment

- 1.1 Administer recruitment processes.
- 1.2 Prepare recruitment documentation.
- 1.3 Arrange interviews.
- 1.4 Process appointment paperwork.
- 1.5 Complete pre-employment checks including references, DBS and right to work.
- 1.6 Ensure clear handover and liaison with the Operations Manager for in-school onboarding.

2. Employee records

- 2.1 Maintain confidential personnel files.
- 2.2 Update HR systems.
- 2.3 Process contractual changes.
- 2.4 Ensure records remain compliant.
- 2.5 Administer flexible working requests.
- 2.6 To maintain and manage staff absence records.

3. Payroll support

- 3.1 Prepare payroll variation forms.
- 3.2 Process starters and leavers.
- 3.3 Liaise with payroll providers.

4. HR administration

- 4.1 Prepare HR correspondence.
- 4.2 Arrange meetings (and lead/attend agreed meetings), e.g. sickness absence and return to work.
- 4.3 Take confidential notes where required.
Manage queries from staff regarding HR.

5. Compliance

- 5.1 Ensure safer recruitment records remain compliant.
- 5.2 Update the Single Central Record information on direction of the Operations Manager.
- 5.3 Support employment legislation compliance.

6. Communication

- 6.1 Maintain effective relationships with Trust central teams, school staff and parents.
- 6.2 Liaise with external agencies.
- 6.3 Promote excellent customer service for staff and visitors.

7. Supporting the wider work of the school

- 7.1 Actively support the school's and Trust's equal opportunity policies, and ensure that all pupils have equal access to opportunities to learn and develop.
- 7.2 Attend relevant meetings (including Finance meetings and staff meetings) and carry out any other relevant administrative tasks as directed by a line manager.
- 7.3 Take responsibility in developing own continuing professional development.
- 7.4 Actively contribute to the SEF and SIP, making meaningful and considered suggestions in areas where the school requires them most.
- 7.5 Work, as required, with the SLT and be a positive and proactive advocate of the school's continued progress

and success.

8. General

- 8.1 Undertake other duties appropriate to the grade of the post, as allocated by the SLT or TKAT central team.
- 8.2 Maintain confidentiality at all times.
- 8.3 Set a good example in terms of dress, punctuality and attendance.
- 8.4 Safeguard the welfare of all pupils and staff.
- 8.5 Support the wider life of the school.

Person Specification

Key:

- E = Essential; D = Desirable; MOA = Method of Application.
- A = Application; I = Interview and assessment; R = Reference; C = Certificate.

Qualifications and Training	E	D	MOA
CIPD Level 3 or equivalent.	X		A/C
Relevant knowledge of school personnel packages.		X	A/C
Able to demonstrate good educational standard and relevant work experience.		X	A/C
GCSE English and Maths.	X		A/C
Knowledge of relevant HR issues and up to date knowledge of HR good practice.	X		A/I
Knowledge and working understanding of HR processes.	X		A/I
Safeguarding training		X	A/I
Skills / abilities	E	D	MOA
Excellent communication and interpersonal skills and an ability to develop and maintain effective working relationships.	X		A/I/R
Maintain confidentiality at all times, including the ability to handle sensitive and confidential information professionally.	X		A/I/R
Ability to use technology such as MS Office and other online systems.	X		A/I/R
Experience	E	D	MOA
Experience of working in a HR related environment desirable	X		A/I
Experience of working in a school or similar environment desirable	X		A/I/R
Experience of working with HR database desirable (Access People is used across the Trust)	X		A/I
Personal qualities	E	D	MOA
Ability to work constructively as part of a team.	X		A/I/R
Calm under pressure, adaptable and energetic.	X		A/I/R
A kind, warm and caring person.	X		A/I/R
A sense of responsibility and purpose.	X		A/I/R
Good organisation skills, attention to detail.	X		A/I/R
A good sense of humour and a positive outlook on life and challenges.	X		A/I/R
Flexibility and use of initiative.	X		A/I/R
Aptitude which supports evidence-based decision making.	X		A/I/R
Other work requirements	E	D	MOA
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	X		A/I/R
Committed to equality of opportunity.	X		A/I/R
Suitability to work with children.	X		A/I/R
Participate in training and development activities.	X		A/I/R
Understanding of the wider community and willingness to engage with out-of-school activities (e.g. school fayres).	X		A/I/R
Prepare to travel to schools within the Trust.	X		A/I