

Job Description

Job Title: Human Resource Assistant

Salary Range: Grade 13 scale point 6-11 (pro rata salary £15,357 to £16,628; FTE £25,989 to £28,142)

Hours: 25 hours per week, permanent, part time term time plus 2 weeks

Responsible to: the CFOO

Job Purpose:

- To undertake the HR Recruitment process and to assist the Central Services function and the schools to operate effectively in their roles.

Key Responsibilities:

- Provide administration support for all recruitment activities and process for the Trust's central team and Senior Leadership positions within the Trusts schools or as otherwise directed. To include placing adverts on various platforms to gain maximum exposure, collating and sharing of completed application forms, preparation of document for the shortlisting and interview packs, interview letters, reference requests and offer letters
- Compile standard contracts of employment for school based staff and the Central team. Record and monitor outgoing and returned contracts of employment.
- Manage the Central Team's single central record
- Carry out DBS checks on all staff, governors and volunteers
- Monitor the absence records across the trust.
- Support in the administration of Trade Union Consultation
- Attend meetings as directed to take accurate and confidential minutes.
- Support and assist HR in ad-hoc projects, initiatives and the ongoing development of the HR function.
- Collate statistics data to assist the Trust with management information and in relation to Subject Access and Freedom of Information requests.
- Prepare letters, templates and other documentation as directed.
- Work with all members of the DCET central team, to provide administrative support and to develop, improve and maintain effective administrative systems, files, policies and initiatives in line with the Trust's improvement plan.
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.
- Develop effective professional relationships with heads, Senior Leaders, School Business Managers, Governors and the wider Trust staff to ensure excellent customer service and a helpful attitude is always provided.
- Liaise with the external payroll provide in connection with the HR recruitment process.
- Undertake general office duties e.g. typing, filing, photocopying and scanning.
- Have an awareness of the Educational landscape, including the safeguarding of children in education, and its implications and the impact on the work of the HR team.

Safeguarding and Safer Recruitment:



- Promote and safeguard the welfare of the children and young people that they come into contact with.
- To be aware and follow the Trust’s child protection policy ensuring all children are safeguarded.
- Ensure that all the Trust safer recruitment and selection practices are carried out.

The post holder must

- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.
- Carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Safeguarding and Child Protection Policy and all other Trust Policies.
- Comply with the Trust’s Health and Safety rules and regulations and with Health and Safety legislation.

This job description is subject to regular review which can be initiated by either the post holder or the Trust and which in any case will be reviewed annually.

Person Specification for the Post of HR Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Appropriate academic qualifications to at least GCSE standard and the ability to demonstrate literacy and numerical competency through proven experience • Skilled user of Microsoft Office 	<ul style="list-style-type: none"> • Hold or working towards CIPD Qualifications
Professional Development	<ul style="list-style-type: none"> • Self-motivated and committed to self-development 	<ul style="list-style-type: none"> • Safer Recruitment training • Safeguarding training
Experience and knowledge	<ul style="list-style-type: none"> • Able to maintain strictest confidentiality and integrity at all times • Excellent IT skills. • Sensitivity in collaborative work with colleagues • Highly organised and efficient in managing a diverse workload with competing priorities. • Ability to work to tight deadlines • Demonstrates a high level of written and verbal communication skills with resilience that enables accuracy and attention to detail in a fast-paced environment. • Able to relate well to all stakeholders • Be empathetic to situations/staff and have a friendly, approachable 	<ul style="list-style-type: none"> • Knowledge and understanding of the educational sector • Knowledge of employment legislation • Knowledge of HR processes and best practice



	<p>personality.</p> <ul style="list-style-type: none"> • Ability to be pro-active and work under own initiative. • Have a strong customer service focus with a can do and helpful attitude. • Adaptable to the demands and challenges of supporting more than one person within a geographically dispersed team • Ability to work in a team • Suitability for promoting and safeguarding the welfare of children and young people • Able to promote inclusion and equal opportunities • Able to organise, lead and motivate other staff • Ability to exercise judgement and discretion. 	
Experience	<ul style="list-style-type: none"> • Experience of working in HR administration. • Experience of dealing with people at various management levels • Experience of working independently • Experience of organising and minuting meetings 	<ul style="list-style-type: none"> • Experience of working in HR administration within an educational setting. • Experience of working with Trade Unions

Terms and Conditions

The employer for this post is The Dunstan Catholic Educational Trust The post will be based in St Joseph’s Catholic Primary School, Bridgwater, but may be required to work at any other school where DCET business is conducted

This post requires the ability to travel and work directly with schools in the Trust.

An Enhanced DBS is required for this post.

All employees have a duty to safeguard and promote the welfare of children, young people, and vulnerable adults. It is an essential requirement that employees are aware of the Trust’s Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

The post holder will be required to comply with DCET’s policies and procedures.

