

## **JOB DESCRIPTION**

### [Chingford Academies Trust](#)

<b>Title of Post:</b>	HR Assistant
<b>Grade/Pay Range:</b>	Scale 5 (spinal points 12-16)
<b>Hours:</b>	36 hours p/w (08.00-16.00), 46.42 weeks per year (term time including Inset days + 1 week during the school holidays)
<b>Department:</b>	Human Resources
<b>Responsible to:</b>	Trust Head of HR
<b>Responsible for:</b>	None

The HR Team is seeking a professional, dedicated and organised HR Assistant to join their established and supportive HR Team. The successful candidate will have excellent attention to detail, a positive 'can-do' approach to daily tasks and the ability to work in a fast-paced educational environment. The candidate must be willing and committed to professional development and CPD opportunities and in return the Trust will provide excellent support and guidance, as well as direct hands-on experience, to develop their knowledge of HR and employment law and practices.

The HR Department comprises the post holder and a team of three other permanent HR staff including the Trust Head of HR. The team supports one other and shares good practice regularly, collaborating with other Trust staff and working between the Trust sites.

### **FACILITIES AND RESOURCES**

The Trust provides outstanding facilities for teaching and support staff, including designated classrooms and offices. There is a designated HR Office at Chingford Foundation School and a Trust Office at South Chingford Foundation School for the HR to work. Both sites have free on-site school parking and a canteen serving hot and cold food.

### **LINE OF RESPONSIBILITY**

The post holder is directly responsible to the Trust Head of HR.

### **JOB PURPOSE**

- To provide support to the HR team in order to support the provision of a high quality, efficient HR service for the school
- To provide effective support across the HR function with particular focus on recruitment, employee records and operational HR administration.

### **MAIN DUTIES / RESPONSIBILITIES**

## **Recruitment**

- Assist with the recruitment process, including placing adverts, liaising with recruitment agencies, coordinating interviews, greeting candidates and administering in-tray tasks
- Liaise with contractors, agencies, other schools and organisations, and respond to HR queries under the supervision of the Trust Head of HR
- Prepare, check and dispatch pre-employment documents
- Issue reference requests and follow up as required
- Draft offer letters, variation letters and contracts of employment
- Maintain checklists and obtain outstanding documentation for new starters to meet legislative and school requirements
- Ensure all staff and new starters have completed DBS checks, supporting the process and any required risk assessments
- Assist with administration relating to work status, registration, immigration and sponsorship
- Ensure all Teaching Assistant Agency Supply Staff employment and legislative checks are completed and recorded on the school database

## **HR Operations & Employee Support**

- Assist with absence management, including recording and monitoring sickness absence, tracking trigger points and communicating information to Line Managers
- Support the administration of Occupational Health referrals
- Support maternity, paternity and adoption processes, providing guidance to employees where necessary
- Assist with the administration of performance management processes
- Oversee the probation process, collating reports, preparing outcome letters and ensuring timelines are met

## **Data Management & Compliance**

- Assist with the collection, entry and extraction of data for statutory returns
- Input data into the school/Trust MIS and other HR software
- Maintain and update HR systems and documentation, including personnel files
- Set up and maintain archive files and historical data, ensuring current employee files are up to date
- Support secure data transfer when new database systems are introduced or changed

### **General Administration**

- Assist in preparing documentation and arrangements for disciplinary hearings, capability meetings and appeals
- Prepare HR statistics and management information as required by the Trust Head of HR
- Organise meetings, interviews and related arrangements
- Provide regular information to support HR processes, such as probation reports, fixed-term contract expiry dates, sickness certificates and overdue fit notes
- Take notes/minutes of meetings as required
- Carry out general office duties including photocopying, filing and shredding confidential waste
- Submit paperwork to payroll and pensions administrators (new starters, leavers, salary adjustments) within payroll deadlines
- Handle general telephone and face-to-face enquiries
- Greet external visitors, contractors and supply staff, ensuring correct ID and documentation are checked

### **Other Duties**

- Maintain confidentiality in all HR matters
- Attend school events as required
- Assist in school emergencies, including locating staff, contacting emergency services and completing necessary documentation
- Attend relevant meetings and training sessions
- Handle confidential issues and data appropriately
- Support the Trust Head of HR in ensuring compliance with data protection regulations

### **Other requirements**

To have an up-to-date Enhanced DBS Disclosure.

### **General**

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies

- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all Trust Policy and Practice relating to Health and Safety at Work
- To participate in effective one-to-one in line with Trust policy
- To be actively responsible for own professional development and to participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school.

## **Safeguarding**

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of Information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder .....

Signature .....

Date .....

**PERSON SPECIFICATION**  
**HR ASSISTANT**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>		
GCSE grade C or equivalent in English and Maths	X	
Level 3 HR qualification or willingness to work towards this	X	
Evidence of recent professional development		X
<b>EXPERIENCE</b>		
Experience of using IT packages/software including Microsoft Teams/One Drive	X	
Experience of using HR software i.e. SAMPeople or Arbor		X
Experience of working in a fast-paced professional environment		X
Experience of working in an educational environment		X
Experience of working in a team		X
<b>SKILLS, KNOWLEDGE AND UNDERSTANDING</b>		
Excellent organisational and administrative skills	X	
Ability to follow instructions and carry out set duties	X	
Ability to communicate effectively at all levels	X	
Competent user of IT and efficient administrator	X	
Good interpersonal skills	X	
Ability to work in a logical way, prioritising and coordinating and working to deadlines	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
Understanding the importance of confidentiality and GDPR when handling sensitive information	X	
Excellent attention to detail and ability to see 'the bigger picture'	X	
<b>PERSONAL ATTRIBUTES</b>		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team but confidence and judgment as to when own initiative is required	X	
Commitment to school ethos and direction	X	
High standard of punctuality	X	
Ability to motivate others and to be self-motivated	X	

Calm and organised approach to work including times when under pressure	X	
<b>SAFEGUARDING</b>		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

**The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.**