

JOB DESCRIPTION

Job Number:	
Department:	Children & Young People's Services
Section:	Polden Bower School
Job Title:	HR Assistant
Reports To:	Assistant HR Manager/SLT
<p>Main Purpose of Job: <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i></p> <p>Under the direction of the SLT & HR Manager provide support with recruitment and administration across all sites as part of a dedicated HR team</p>	
<p>Main Responsibilities and Duties: <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i></p> <p>The main responsibilities will be of the following nature, but will be heavily dependant on the particular requirements of the school:</p> <ul style="list-style-type: none"> • Support Assistant HR Manager in the recruitment of staff for all sites under the direction of HR Assistant Manager and SLT, using My New Term recruitment portal and any other site as required for recruitment. Follow recruitment procedures in line with KCSIE and other school policies under the direction of the HR Assistant Manager and SLT. • Assist in the lead up to interview with pre-employment checks including all recruitment procedures on My New Term/recruitment portal and on interview day ensuring schedule plans are in place and can be managed. • Assist with onboarding and induction for new staff and the induction process for staff on all sites under the guidance of the HR Assistant Manager. • Assist with recording and maintain accurate and up to date staff details on our Personnel MIS systems and accurate filing systems for staff files. • Have an overview of the Single Central Record and how to remain compliant and up to date on all sites. • Monitoring probation of new staff, keeping line managers informed of how they are progressing. • Recording of training for all staff and compiling reports when needed. • Track staff absences and ensure accurate record-keeping on MIS systems. Ensure compliance with the school's absence policies and in line with school procedures. Provide absence reports to SLT. • Arrange and co-ordinate absence meetings with staff and SLT. Attend meetings and take notes, produce outcome letters and follow up on action 	<p>% of Time</p> <p>%</p>

points.

- Assist with management of staff leave of absence requests using the absence management system ensuring they comply with school policies and procedures. Communicate outcome of requests to staff.
- Processing of staff claim forms for travel, supply and additional claim forms for approval by the finance team.
- If on reception duty, receive telephone calls and visitors, and taking appropriate action.
- Confidentiality essential.

Facts and Figures: Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.

Works within the School Office under the supervision and direction of the HR & Assistant HR Manager's and SLT

Duties to be carried out across all school sites.

SUPPORTING PROCESSES

Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

Deals with HR enquiries using initiative when resolving problems and deciding whether to refer them to the appropriate member of the Senior Leadership Team.

Uses a variety of interpersonal techniques to establish positive relationships with staff, pupils, parents and carers.

Work to deadlines, which may be regular and scheduled tasks, eg reports or ad hoc/urgent work.

There will be occasional interruptions to work effecting deadlines requiring a degree of prioritisation.

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

Makes decisions based on known procedures, guidelines and precedents and within the responsibilities of the job. Situations which are not straightforward or contentious should be referred to the appropriate member of staff.

Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.

Working in school office environment with use of ICT. Microsoft 365 and school MIS systems.

Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.

Regular contact with parents, school staff and external professionals both by telephone and in person in order to provide information on relevant subjects, within the responsibility of the job the outcome of which may not be straightforward and contentious.

Additional Information: *Anything else which is relevant to the job which is not adequately covered elsewhere.*

This particular job description is not necessarily a comprehensive definition of the post and the particular duties and responsibilities listed above are subject to review from time to time (at the request of the Executive Headteacher or post holder as circumstances deem necessary).

Knowledge, Skills and Experience: (To be completed by the Line Manager) *The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.*

Maintain a high level of confidentiality at all times and work professionally and sensitively, handling information and data accordingly.

An understanding of HR procedures, based on approximately at least 2 years' experience

A willingness to travel to other sites within the school network as a requirement of the post.

Requires knowledge of clerical and office duties and procedures and must be able to carry out a range of word processing, spreadsheets and provide leaflets, flyers and other marketing materials which requires a full working knowledge of Microsoft Office and the system's capabilities, including spreadsheets and databases relating to the role.

Excellent communication skills with the ability to interact professionally with staff at all levels.

Business Administration qualification or equivalent

To be educated to GCSE standard or equivalent in Maths and English.

As part of the annual training cycle, you will be required to attend Safeguarding training relating to your role, including:

- recognising signs of abuse
- school procedures for recording and reporting concerns
- safer working practices
- CSE
- FGM
- Prevent - radicalisation and Extremism
- Honour based Marriage/ violence

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: