



FELSTED SCHOOL JOB DESCRIPTION

Human Resources Assistant

The Role

Accountable to: Deputy Head of HR through to Head to HR

The HR Assistant supports the HR Department with administration, recruitment, onboarding, employee relations enquiries and ongoing Department for Education and Independent Schools' Inspectorate compliance.

Role Responsibilities (illustrative but not exhaustive):

- Manage all administrative duties within the HR department
- Oversee and maintain staff training records, including the administration and tracking of all staff training activities and staff onboarding
- Assist with pre-employment checking, including verifying all inbound references and processing DBS applications and maintaining the Single Central Record
- Assist in maintaining the HRIS by setting up new starters and printing/distributing staff ID cards
- Prepare letters for review by the HR team and continual review and update and standardise templates
- Prepare responses to outbound reference requests
- Organise and monitor probationary reviews
- Respond to HR queries and escalate more complex queries as appropriate
- Assist with processing maternity, paternity and shared parental leave
- Print and distribute staff ID cards
- Take the lead on digitalising documents for employee personnel files
- Support with updating the Felsted Connect employee hub (content, pages, blogs)
- Coordinate and support with HR projects as required
- Any other ad-hoc duties as reasonably requested

Skills, Knowledge and Experience

Essential:

- Proven experience of working in an admin role in a busy and fast paced dynamic office environment
- Good level of Education (GCSE 4/C in English and Maths, or equivalent)
- Excellent attention to detail whilst prioritising workload and meeting strict deadlines.
- Maintaining the highest level of confidentiality
- Proven written and oral communication skills with both internal and external stakeholders
- Excellent ICT skills

Desirable:

- Prior HR experience in a School
- Knowledge of Safer Recruitment principles

Reward and Recognition

- Annual leave allowance of 25 days each year plus public holidays pro-rata
- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Membership of the Felsted Gym, pool facilities and parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Permanent
- Working 37.5 hours per week (Monday to Friday from 8:30am to 5:00pm), with the possibility of flexible working to be discussed and agreed
- All-year Round (52 weeks per year)
- Starting salary between £25-28k per annum (depending on skills, knowledge and experience)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____