

The Rise Partnership Trust - Job Description

TITLE:	HR Assistant
REPORTING TO:	Head of HR / CFOO
WORKING TIME:	Term time only plus 3 weeks, 36 Hours per week
SALARY/GRADE:	Scale 3-5 Negotiable depending on experience (FTE £29,856-£34,488 actual salary will be based on term time plus 3 week)
DISCLOSURE LEVEL:	Enhanced

Role Purpose:

To provide efficient, professional, and confidential administrative support across all Human Resources functions, ensuring the effective delivery of HR services throughout the employee lifecycle.

Main Duties/Responsibilities

- Maintain accurate, confidential employee records and ensure compliance with GDPR and data protection requirements.
- Support the administration of HR processes in line with School policies and co-ordinate ongoing transition from paper-based to electronic/online as directed.
- Maintain an accurate and up-to-date Single Central Record (SCR) in line with *Keeping Children Safe in Education (KCSIE)* requirements.
- Administer the employee lifecycle, including onboarding, contract preparation, employee changes, absence management, probation, and leavers.
- Prepare HR correspondence, contracts, letters, reports, and other documentation as required.
- Support the administration of performance management, probation reviews, and other HR processes.
- Respond to enquiries received via the HR shared mailbox and escalate issues where appropriate.
- Produce HR reports and maintain accurate data across HR systems.
- Support the preparation and submission of statutory HR returns, including the School Workforce Census.
- Provide general administrative support to the HR team, including photocopying, filing, scanning, minute-taking, maintaining accurate records, preparing documentation, and undertaking other HR administrative duties as required.

Recruitment & Compliance

The Rise Partnership Trust (RPT) is a company limited by guarantee which has exempt charity status. RPT is registered in England and Wales (company number 10027322) c/o Manor School.

- Coordinate the end-to-end recruitment administration process, including advertising vacancies, processing applications, arranging interviews, issuing offer letters, and preparing contracts.
- Complete and monitor all pre-employment checks, including references, right to work, DBS, medical clearance, and qualification checks in line with safer recruitment requirements.
- Maintain recruitment records and ensure compliance with safeguarding and employment legislation.
- Maintain the Single Central Record (SCR), ensuring all employment checks are accurate and up to date for employees, agency workers, contractors, and volunteers.

Payroll

- Process and upload payroll information, including sickness absence records and overtime claims, through HR Connect and iTrent, ensuring accuracy and timely submission.
- Assist the Head of HR with monthly payroll checks.
- Liaise with Payroll to process employee changes and resolve payroll queries.

HR Systems & Data

- Maintain HR systems (including SAM, Arbor, and other HR databases), ensuring employee information is accurate and up to date.
- Create and update employee records, organisational structures, and system data for starters, leavers, and contractual changes.
- Support regular HR data audits and system maintenance to ensure data accuracy.
- Produce reports and management information to support HR operations and decision-making.

All members of the Rise Partnership trust are expected

- To play a full part in the life of the Trust community and to support its distinctive mission and ethos.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and supports its distinction mission
- Appreciate and support the role of other professionals.
- Participate in training and performance development as required.
- Any other duty as deemed appropriate to the post by the Head of HR/CFOO

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation and will be reviewed annually.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I agree to undertake the duties listed above.

Name Date:
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Signed

PERSON SPECIFICATION

Post Title: HR Assistant

Qualifications and Experience	Essential / Desirable
- Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths - Experience of operating school data bases - Relevant Business Administration qualification or equivalent work experience - Relevant HR Qualification (e.g. CIPD level 3) or working toward it - Working in an environment where experience includes taking initiative and self-motivation within the remit of the role - Experience of managing data systems for reporting to management and other stakeholders Working as a member of a team - Experience of dealing with confidential information - Previous experience of working in a similar role Experience of working in an education setting	E E D D E E D D E
Skills and Abilities	
- Excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels - High level organisational skills - Strong ability to analyse and manipulate data Basic report writing skills Able to work as part of a team and contribute towards its success - Able to use all MS Office programs particularly Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases - Able to work to tight deadlines, managing and prioritising time effectively - Excellent record keeping skills Self-starter, with and ability to work independently & use own initiative to overcome obstacles	E E E E E E

• Experience of interviewing and assessing as part of a recruitment process	E
• A working knowledge of HR systems (e.g. Arbor, HR Connect, iTrend, SAM Absence, etc.)	D
Personal Attributes	
• Have an openness to learning and change	E
• Have a positive attitude to personal development and training	E
• Be able to work in ways that promote equality of opportunity and diversity	E
• Demonstrate good interpersonal skills	E
• Demonstrate integrity, confidentiality, impartiality and empathy	E
• Have good interpersonal skills	E