



Job Description

Job Title: HR Assistant

Reporting to: Business Manager

Grade: F 8-11

Overall purpose of the post

Supporting the Business Manager with all aspects of HR administration, including payroll, recruitment and attendance management.

Main Duties and Responsibilities

- Recruitment and selection - liaise with external advertising agencies for adverts, prepare packs for short listing, send out invite to interview letters and request and chase references, ensuring Safer Recruitment practices are adhered to and all pre-employment checks are completed for appointed candidates;
- Process new appointments and changes to existing employment contracts using established templates and pro formas, including issuing of offers of employment and statements of particulars;
- To be responsible for payroll function for the academy, including the maintenance of employee records on the HR system, processing payroll variations, claim forms etc.;
- Basic pension administration duties, including processing online entries for TPS/LGPS;
- Keep up to date and accurate attendance records for all staff, ensuring return to work meetings are completed by the relevant personnel following all staff absences;
- Arrange occupational health referrals as required, ensuring appropriate documentation is collated and any actions required are undertaken;
- Organise and minute take at meetings, providing confidential administrative support to the Business Manager;
- Deal with day to day enquiries on HR/payroll issues;
- Process Disclosure and Barring Services checks, including staff checks and checks on volunteers and visitors to the academy;
- Organise and maintain effective filing systems, both paper and electronic;
- Maintain the Single Central Record, with oversight from the Business Manager;
- Preparation and maintenance of statistical returns/databases/records to support the HR/payroll function.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.