



Job Description

Job Title: HR Assistant

Reporting to: Business Manager

Grade: Band 7

Overall purpose of the post

To provide support to the Business Manager with Human Resources services.

Main Duties and Responsibilities

- Recruitment and selection – liaising with external advertising agencies for adverts, preparing packs for short listing, sending out invite to interview letters.
- To be responsible for payroll function for the academy, process payroll variations, claim forms etc.
- Process forms, online entries for TPS/LGPS.
- Being responsible for the processing of new appointments and changes to existing employment contracts using established templates and proformas, including issuing of offers of employment and statements of particulars.
- Staff absences – keeping up to date and accurate records for all staff.
- Arrange occupational health referrals as required, ensuring appropriate documentation is collated and any actions required are undertaken.
- Organising and minute taking at meetings, providing confidential administrative support to the Business Manager.
- Dealing with day to day enquiries on HR/payroll issues.
- Providing information and advice to staff and line managers in relation to legislative requirements involved in the recruitment and employment of fee paid and part-time hourly paid staff. Where appropriate, ensure that queries are directed to the appropriate member of the central HR department for resolution.
- Inputting correctly and ensuring data on all employees is effectively maintained by the use of the HR system.
- Criminal Background Checks (Disclosure and Barring Services checks) including processing staff checks and checks on volunteers and visitors to the academy.
- Arrange occupational health referrals as required, ensuring appropriate documentation is collated and any actions required are undertaken.
- Organise and maintain effective filing systems, both paper and electronic in order to provide an efficient working environment.

- Preparation and maintenance of statistical returns/data bases/records to support the HR/payroll function.
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation.
- Willingness to undertake First Aid duties.
- To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Comply with Academy policies and procedures at all times.

Special Features

- 20 hours per week, term time only plus 5 days

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.