



Job Description

Job Title: HR Assistant

Reporting to: Business Manager

Grade: F

Overall purpose of the post:

- To provide strong HR and payroll administrative support to the Business Manager.

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 teachers and local government pensions.
- 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 enquires on HR/Payroll issues.
- 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) and safer recruitment checks including processing staff checks on volunteers and visitors to the academy.

- Organise and maintain effective filing systems, both paper and electronic in order to provide an efficient working environment.
- Preparation and maintenance of statistical returns/databases/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.

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.

Special Features

The post is based at Outwood Academy Acklam but there is the requirement for occasional travel to our other academies.

Driving and business insurance are required.