



## Job Description

**Job Title:** HR Assistant

**Establishment:** Outwood Academy Ormesby

**Reporting to:** Business Manager

**Salary:** Grade F (SCP 19-21)      **Actual Salary:** £17,584.94 - £18,575.15

**Contract:** Permanent, 37 hours per week, term time only plus 15 days

### Overall purpose of the post

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

### Responsibilities and accountabilities

1. Recruitment and selection – liaising with external advertising agencies for adverts, preparing packs for short listing, sending out invite to interview letters.
2. To be responsible for payroll function for the academy, process payroll variations, claim forms etc.
3. Process forms, online entries for teachers and local government pensions.
4. 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.
5. Staff absences – keeping up to date and accurate records for all staff.
6. Arrange occupational health referrals as required, ensuring appropriate documentation is collated and any actions required are undertaken.
7. Organising and minute taking at meetings, providing confidential administrative support to the Business Manager.
8. Dealing with day to day enquiries on HR/payroll issues.
9. Inputting correctly and ensuring data on all employees is effectively maintained by the use of the HR system.
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11. Criminal Background Check (Disclosure and Barring Services checks) including processing staff checks and checks on volunteers and visitors to the academy.
12. Organise and maintain effective filing systems, both paper and electronic in order to provide an efficient working environment.
13. Preparation and maintenance of statistical returns/data bases/records to support the HR/payroll function.
14. Fire Marshall duties in case of fire and/or emergency evacuation.
15. Willingness to undertake First Aid duties.
16. To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding person over any safeguarding issues or concerns.
17. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
18. 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**

This post is based at Outwood Academy Ormesby but there is the requirement for occasion travel to our other academies.

Driving and business insurance are required.

This job description may be subject to change, following consultation between the post holder and the academy.