



Job Description

Job Title: HR Assistant

Reporting to: Business Manager **Grade:** Scale 5

Overall purpose of the post:

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

Main duties and responsibilities:

- 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.
- Recruitment and selection – liaising with external advertising agencies for adverts, preparing packs for short listing, send out invite to interview letters.
- 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 statement of particulars.
- Organising and minute taking at meetings, providing confidential administrative support to the Business Manager.
- Provide 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 HR department for resolution.
- Inputting correctly and ensuring data on all employees is effectively maintained by the use of the HR system.
- Disclosure and Barring Service checks including processing staff checks and checks on volunteers and visitors to the academy.
- Dealing with day to day enquires on HR/Payroll issues.
- Organise and maintain effective filing systems, both paper and electronic in order to provide an efficient working environment.
- To comply with Trust 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.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were 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.