



INSPIRE

Connected Communities Trust

HR ASSISTANT

GRADE: G3

REPORTS TO: HR & FACILITIES LEAD

1. PURPOSE OF JOB:

- To provide an effective HR Administration service for the Trust
- To support HR recruitment processes including Safer Recruitment practices
- To ensure accurate HR records are kept for all employees

2. MAIN RESPONSIBILITIES, TASKS AND DUTIES

RECRUITMENT & SELECTION

Carry out all the administrative processes in the recruitment process, for example, prepare recruitment documents, organise recruitment timetables, draft and place adverts, log application forms, provide shortlisting information and further support where required

Ensure that the HR service complies with Safer Recruitment practices and compliance including DBS and other employment checks

Support in the process for new starters.

HR ADMIN

Produce & file HR information relating to all Trust employees

Support the Absence Management process in line with policy and procedure.

Attending & clerking Return to Work Interviews as required

Arranging and attending Staged Absence Management meetings as required

Ensure the HR Database accurately reflects current staff conditions and details. This includes the inputting of starters, leavers, contractual amendments, change of details and recording of sickness and leave of absence.

Ensure electronic and paper-based personnel files are maintained and filing is completed in timely manner

Support with all aspects of HR administration processes.

Diary management as required

MANAGEMENT OF PEOPLE: *(full managerial responsibility, e.g., recruit, appraise, discipline etc.)*

There are no supervision requirements.

CREATIVITY & INNOVATION *(what innovative & imaginative responses to issues are required to resolve problems?)*

Work is carried out within a broad range of policies and procedures.

CONTACTS & RELATIONSHIPS *(what personal contacts and relationships are required with other people and organisations to carry out the job?)*

Regular contact with Head Teachers, HR Lead, HR Officer, staff and some external bodies.

DECISIONS *(a requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions)*

a) Discretion – the post holder has the following discretions:

Interpret policies and procedures as necessary.

Confidentiality is paramount.

b) Consequences – the consequences of the post holder's decisions can be anticipated to impact on the following:

Impact on school which is likely to be quickly identified and remedied.

7.

RESOURCES *(the post holder is personally accountable / responsible for the following:)*
IT packages including Excel, Word, PDF HR software and / or internet programmes.

8.

WORK ENVIRONMENT

a) Work Demands *(impact of deadlines and changing and conflicting priorities)*

The post holder will be expected to be flexible in terms of their working location and to travel between schools as appropriate.

b) Physical Demands *(continuing physical effort, bending, lifting, pushing etc.*

Office based work with some home working as agreed.

c) Working Conditions *(exposure to disagreeable or unpleasant conditions)*

General office environment.

d) Work Context *(potential risk to safety & well-being, including abuse and aggression)*

Regular contact with employees of the Trust

9.

KNOWLEDGE AND SKILLS *(required to be fully competent in the post)*

- A Level 3 CIPD qualification in HR is desirable
- Knowledge and experience of HR Administration processes
- Excellent organisation and communication skills as well as flexibility and the ability to embrace the wider Trust culture
- Excellent IT skills

9.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade will be with the consent of the post holder.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & TRAINING	• Minimum of 4 GCSE's at grade C or above including maths and English • Excellent IT skills • Excellent communication skills both verbal and written	• Have, or working towards, a CIPD qualification • NVQ3 in relevant business administration qualification
EXPERIENCE	• Experience of working in a HR environment • Experience of working as a member of a team • Experience of providing excellent customer service	• Experience of working in an education environment
KNOWLEDGE & UNDERSTANDING	• A clear understanding and commitment to Equality & Diversity, Safeguarding and Safer Recruitment processes and legislation • Professional manner	

	• Knowledge of safeguarding procedures and those relating to safe recruitment	
SKILLS	• Excellent ICT skills and use of programmes to include Word, excel, Publisher Power Point, Outlook, school database systems and internet-based training systems	
PERSONAL CHARACTERISTICS	• To be able to demonstrate initiative and intuition • Be able to give accurate information even when under pressure • Approachable and professional • Present smart appearance • A desire to have a positive impact on outcomes for children and young people	
SPECIAL REQUIREMENTS	• An Enhanced Disclosure and Barring check will be required • Two references will be required, one of which should be the most recent employer	

Examples of evidence that could be provided in support of the Personal Learning Journey:

- Evidence of procedures around recruitment, safer recruitment including induction, DBS
- Up to date SCR
- Evidence of training and professional learning, how that has been implemented and the impact it has had
- Feedback from service users, i.e. staff, parents, professionals

(this list is not exhaustive and is to give examples only)

I confirm that I have received a copy of this job description and person specification:

Signed

Name

Date