



Job Description

HR Assistant

Location: Prosper Central Team
Grade: N5
Hours of work: 37hpw, All Year Round (Flexible by agreement)
Responsible to: HR Manager

Job Purpose: To assist and support the HR team in providing support to the Trust with a wide range of HR administration in order to ensure an effective and efficient HR service provision.

Location: Prosper Central Team. Please note that staff may be rotated across the Trust to gain skills and experience and to ensure that Trust academies have access to this knowledge bank as and when required.

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Be a point of contact for all employees across the trust and its schools to provide general advice on HR administration, policies and procedures.
2. Monitor the HR admin and job applications email inboxes, responding to and escalating queries to the HR Adviser or HR Manager, as appropriate.
3. Coordinate, advise and support Senior Leaders, Headteachers and the CEO on all aspects of recruitment and selection in conjunction with the HR Manager and HR Adviser.
4. Be part of a centralised HR administration support service for the trust and its schools including recruitment, contracts, induction, probation, changes and leavers.
5. Process pre-employment checks for staff and volunteers, advise schools on checks for agency staff and contractors. Maintain a single central record of recruitment and vetting checks for the central team and audit checks across the trust.

6. Complete notifications to payroll and support schools with system input in relation to sickness absence, leave of absence, etc. by specified deadlines.
7. Liaise with external payroll, pension's administration and occupational health providers, including raising and responding to queries and deciding appropriate action.
8. Support managers in managing casework in relation to staff attendance and conduct, with support from the HR Adviser and HR Manager. Organise and take notes at formal meetings as required.
9. Contribute to HR improvement projects directed by the HR Manager.
10. Participate in the delivery of HR related training courses.
11. Develop and maintain office systems and records and collect, compile and present data both manually and electronically to ensure accurate and up-to-date employee records. Produce regular reports from the recruitment portal and HR system.

Support for the Trust:

- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils/students.
- Assist in maintaining a health, safe and secure environment and to act in accordance with the academy's policies and procedures.
- Other duties commensurate with the grade of the post as required by the PLT Senior Leaders
- To promote and implement the Trust's Equality Policy in all aspects of employment and service delivery.
- The post holder will have responsibility for promoting and safeguarding the welfare of children and young people or comes into contact with.



Person Specification – HR Assistant

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed; whose leadership style recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

Area	Essential/ Desirable	Assessment
Qualifications & Training		
Broad, generalist understanding of Human Resources	E	A
Minimum of level 3 HR or Business Administration Qualification	E	A
Ongoing commitment of CPD and willing to undertake further professional development	E	A
Up-to-date knowledge of employment legislation, case law and codes of practice	D	A
Associate CIPD or MCIPD	D	A
Knowledge and Experience		
Experience of working in an HR Administration role	E	A/R/I
Experience of delivering high quality customer service	E	A/R/I
Demonstrable administrative experience which includes efficiently maintaining accurate and confidential electronic records	E	A/I/T/R
Handling safer recruitment pre-employment checks and payroll processes	E	A/R/I
Using MS Office 365 suite of tools including Teams and Sharepoint or equivalent.	E	A/R/I
Administrative experience gained whilst working in a multi-academy trust/schools or educational setting	D	A/I
Providing general advice on HR procedures and processes	D	A/I
Contributed to briefings or training for colleagues	D	A/I
Drafting of HR procedures and guidance	D	A/R/I
Skills & Key Criteria		
Excellent literacy skills with accurate spelling, punctuation and grammar	E	A/R/T
Ability to plan, prioritise and manage own workload independently to meet deadlines	E	A/R/I/T
Positive and conscientious approach to dealing with competing and varied demands	E	A/R/I/T
Attention to detail to ensure accuracy	E	A/R/I/T
Excellent communication and inter-personal skills	E	R/I
Excellent problem solving skills	E	R/I
Ability to communicate effectively with all stakeholders	E	R/I
Ability to maintain confidentiality	E	R/I
Proven tact and diplomacy skills	E	R/I
Analytical skills for providing qualitative and quantitative management information or similar data	D	R/I
Critical reasoning skills to evaluate multiple sources of information or best practice to contribute to improvement projects	D	R/I
Personal Attributes		
A supportive and co-operative team member with a flexible approach	E	A/R/I/T
Highly motivated showing resilience and reliability	E	A/R/I/T
A positive attitude and commitment to equality	E	A/R/I/T

Ability to work outside normal trust hours if the need arises	E	I
Ability to travel to trust academy locations as required	E	I
Equal Opportunities		
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.	E	I
Safeguarding		
Commitment to the protection and safeguarding of children and young people	E	A/R/I
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	D	A/R/I

A=Application form, I=Interview, R=References, T=Task