

**Job Description**

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| Job Title: | HR Assistant |
| FTE: | Full Time – 36 hours per week/52 weeks |
| Reports To: | HR Cluster Business Partner |
| Location: | Howard of Effingham School or another school within THPT |

The Howard Partnership Trust is a Multi Academy Trust currently running 13 schools based in Surrey. This role will be based in the Howard of Effingham or another partnership school.

**Job Purpose**

To provide administrative support to the HR Team across multiple sites, acting as a point of contact to the schools and external contacts, maintaining confidentiality and respect whilst adhering to policies, procedures, and regulatory framework.

**Key Responsibilities**

* Support HR administration across the Trust.
* Supporting the HR Business Partner and Advisers in the discharge of their role.
* Maintain employee personal files in an orderly, secure and confidential manner, ensuring files are kept up to date and in line with data protection requirements.
* Process information onto the HR database, to include staff details and changes, staff qualifications, leavers, absence recording, staff training, overtime, etc.
* Support the HR Adviser in ensuring the efficient running of recruitment and selection processes by liaising with advertising agency, placing job adverts and responding to candidate queries.
* Maintain accurate electronic and paper records of the recruitment and selection process and ensure completion of each individual’s file.
* Accurately processing and recording all employee screening checks, such as DBS and barred list clearance requests, references, identity checks, right to work in UK and proof of qualifications, prior to any employee commencing work. Where checks are outstanding to bring these to the attention of the HR Adviser as soon as possible.
* Monitor the placement of agency staff, volunteers and contractors, etc., and ensure the completion of the relevant documentation and that appropriate screening checks are carried out.
* Under the direction of the HR Adviser ensure that all data held on the School’s Single Central Register is accurate and up to date.
* Assist in the preparation of the monthly payroll.
* Monitor the completion of return to work interview documentation, record absences for payroll purposes and produce reports as required. Ensure the receipt of medical certificates where appropriate and advise payroll accordingly.
* Send out probationary review forms to line managers for their new starters. Monitor the return of probation forms and follow up with line managers where these are not completed, referring on to HR Business Partner as needed.
* Support the administration of the annual appraisal process for staff.
* Be a first point of contact for staff queries about routine employment matters, referring more complex issues to the HR Business Partner as appropriate.
* Prepare and issue conditional offer letters and employment contracts. Compose general correspondence and process standard HR documents and letters. To assist in the preparation and issuance of contracts of employment.
* Ensure that all leavers’ documentation is completed and that relevant personnel are informed (for example IT, School office, Estates, Finance, and payroll).
* Produce a list of starters and leavers on a regular basis for relevant staff.
* To arrange exit interviews.
* Completing returns to external agencies (e.g. workforce census) for review by the Head of HR.
* To assist the HR Business Partner with general administrative tasks as and when required.
* Commitment to the Equal Opportunities & Safeguarding Policies and the welfare of children and young people.
* To deliver and undertake training and professional development as appropriate.
* To actively engage in the appraisal and professional development process.
* To undertake such other duties as may be required which are commensurate with the job and grade.
* This job description may be amended at any time after consultation with you.

**Person Specification**

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|  | Essential | Desirable |
| GCSE Maths and English or equivalent | X |  |
| Educated to “A Level or equivalent | X |  |
| Certificate in Personnel Practice and/or Level 3 CIPD | X |  |
| Meticulous attention to detail | X |  |
| Previous experience and understanding of recruitment and selection administration and other generalist HR processes |  | X |
| Able to work effectively on own initiative and within limits of own professional boundaries and knowledge | X |  |
| A good understanding of the principles of Safer Recruitment and Equality and Diversity as relevant to the needs of the post |  | X |
| Experienced in prioritising varied and conflicting work demands and able to work under pressure | X |  |
| Excellent written and oral communication skills | X |  |
| Approachable and confident in dealing with a wide variety of people | X |  |
| Very competent in the use of SIMS HR and in particular Excel and Word | X |  |
| Good understanding and experience of using databases | X |  |
| Is discreet and respects confidentiality | X |  |
| Excellent organisation and time management skills | X |  |
| Demonstrates resilience | X |  |

**\*If appointed, the successful candidate will be required to produce evidence of their qualifications.**