



### Job Description

JOB TITLE	HR Assistant
JOB FAMILY	Education Support
PHASE	Secondary
HOURS	37 hours per week, 40 weeks per year
REPORTING TO	Executive PA
RESPONSIBLE FOR	No direct reports

### Job Purpose

To assist the Executive PA with administrative support in dealing with HR & recruitment queries.

### Duties and Responsibilities

- Provide administrative support to the Academy in dealing with general HR queries from staff and escalate where appropriate
- Assist with the recruitment administration of new staff to the academy and lead on recruitment processes including processing applications, planning and scheduling interviews and running interview programmes when required.
- Assist the Executive PA with the preparation of new staff files and lead on ensuring that all documentation and safer recruitment checks for new employees are complete
- Assist with the administration of the staff onboarding and offboarding processes
- Attend confidential HR meetings, including Absence Management and Disciplinary meetings, and take notes/produce minutes if required
- Submit relevant forms to the Trust HR Department to ensure that any changes to pay, contracts or employment are implemented in a timely manner
- Administer staff absence information, adding onto the HR system and monitoring for absence management triggers
- Administer the Absence Management process, ensuring relevant meetings take place and forms are completed; liaising with the HR central team as required
- Lead on processing Probation paperwork for new starters and monitoring Probation deadlines
- Lead on the submission of pay claims to the HR system



- Retrieve and update information on manual and computer-based systems. Contribute to the effective organisation of the school with administrative and clerical support
- Undertake general administrative duties including word processing, filing, photocopying, data entry and minute taking.

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

#### **Other Areas of Responsibility at The Portsmouth Academy**

- Report any student and school issues in line with the Academy's policies and procedures.
- Attend meetings and training sessions as required.



## Generic Duties relevant to all members of Staff

### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Portsmouth Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a HR Assistant.

Name:

Signed:

Date: