



JOB DESCRIPTION

POST TITLE:	HR Assistant
BASED AT:	Philip Morant School and College*
SALARY SCALE:	Band 2 Whole, points range 11 to 16
HOURS:	15 to 20 hours per week, 41 weeks per annum
ACCOUNTABLE TO:	HR Director

Main Duties:-

Administer the HR support service to meet the needs of the Multi Academy Trust to achieve excellent standards of service delivery including:-

- all processes connected with recruitment and selection for the MAT and ensure all vacancies are advertised across the MAT with suitable timescales.
- safer recruitment processes including administration of Single Central Record
- organisation of personnel files for all existing and new staff held centrally in electronic and hard copy format
- supporting the administration of staff absence procedures and providing timely management information

Advise staff on employment and HR issues.

Keep all personnel records up to date and supporting the administration of statutory returns and provide analysis reports on people management such as recruitment/turnover and staff absence.

Administer and monitor the MAT safeguarding training information to ensure that staff are up to date with training requirements

Keep abreast of current practice and legislation in relation to HR and employment

Undertake safer recruitment qualification in order to ensure best practice recruitment processes

Work closely with MAT personnel on all aspects of Trust HR processes.

Liaise with staff of all levels across the MAT and its academies and establish effective relationships with other agencies/professionals.

Comply with MAT's policies and procedures including safeguarding processes in order to ensure the welfare of children and young persons and actively promote MAT policies and procedures.

In liaison with relevant staff to support the MAT's payroll function, including providing relevant pay information following appointments, promotions and other changes.

Provide administrative support to senior staff in relation to the management of all personnel matters

Updated May 2018



Person Specification

		Essential	Desirable
A. Qualifications			
A1	Good literacy skills	✓	
A2	Excellent numeracy skills - good mathematical aptitude and accuracy with calculations	✓	
A3	Relevant Qualification		✓
B. Experience			
B1	Working knowledge of electronic payroll systems and employee pension administration		✓
B2	Working knowledge of the school system		✓
C. Knowledge and understanding			
C1	Understanding of PAYE, National Insurance and Statutory Sick and Maternity Pay.		✓
C2	Understanding of key priorities and ability to juggle tasks in a deadline driven environment	✓	
C3	Detailed working knowledge of SIMS including personnel records and reporting		✓
D. Working with others			
D1	Ability to form effective relationships with those working in and with the school	✓	
D2	Ability to provide professional and timely information to others	✓	
E. General			
E1	Awareness of and promotion of equality	✓	
E2	Good understanding of Health & Safety		✓
E3	Good understanding of Safeguarding procedures		✓
E4	Understanding of procedures and legislation relating to confidentiality	✓	
E5	Demonstrate a clear commitment to develop and learn in the role, engaging in continuous development activities responding to constant changes.	✓	
E6	Ability to effectively evaluate own performance	✓	
F. Personal skills and attributes			
F1	Flexible and adaptable	✓	
F2	Good communication skills	✓	
F3	Reliable and trustworthy	✓	
F4	Remain calm under pressure	✓	
F5	Ability to use own initiative	✓	
F6	Attention to detail	✓	
F7	Good organisational skills	✓	
F8	As required by The Children Act, “ <i>have a commitment to safeguarding and promoting the welfare of children and young people; motivated to work with children; has the ability to form and maintain appropriate relationships and personal boundaries with children and young people and; has emotional resilience in working with challenging behaviours and attitudes</i> ”.	✓	
F9	Satisfactory Disclosure and Barring Service Check	✓	