

Job description

Job Title:	Human Resources Assistant
Salary Scale:	SCP 17 - 21
Gross Salary:	FTE £18,127 - £20,541
Hours of Work:	Part Time 25 hours per week (Term time + 2 weeks)
Accountable To:	Business Manager
Reports To:	HR Manager

Job purpose

To support the Human Resources Department by providing support to the HR Manager. This role demands excellent attention to detail as well as strong organisational and time management skills. You will need to be confident in offering initial HR advice to Managers. You will need to be pro-active in your approach and have the ability to keep information confidential, which is critical to the role. The Company also has strong links to the Lighthouse Trust for which you will be expected to provide a comprehensive HR service.

Main duties

HR Administration

Absence Management:

- Prepare absence reports
- Input the HR database with accurate information to support the preparation of payroll
- Support with initial queries from Managers
- Process and administrate the Leave of Absence applications
- Support Managers with exit interviews and absence management queries

Employee Relations:

- Support with note taking in meetings
- Advise on initial HR enquiries from Managers escalating queries where necessary to the HR Manager.
- Assist the HR Manager with case preparation
- Maintain the HR database with case outcomes

Recruitment and Selection:

- Prepare new starter packs
- Assist with the on-boarding and induction process
- Carry out and evidence all the pre-employment checks
- Maintain the Single Central Record with accurate employment data
- Post adverts on to careers pages
- Respond to applicants, scheduling interviews and booking rooms
- Prepare and issue new starter letters, packs and contracts

Training and Development:

- Assist in preparing training and development courses
- Maintain the training needs analysis database
- Assist in processing training and development requests
- Support the HR Manager in all aspects of Staff Training

General Administration:

- Maintain the HR files keeping all personal information updated
- Support the HR Manager in any HR related duties
- Deputise for the HR Manager where necessary
- Support HR related projects
- Prepare HR metrics and reports
- Maintain and update the HR database (Scholarpack)
- Be the first point of contact for queries, raising issues with the HR team as appropriate
- Liaise with external providers
- Assist in payroll preparation e.g. new hires, absences, leavers

Reception:

- Supporting reception and carrying out reception duties where necessary to support the School receptionist

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Be educated to A level or above, including a minimum of GCSE (or equivalent) grade C in maths and English. • Have a level 3 CIPD related qualification in HR or equivalent. 	<ul style="list-style-type: none"> • Have a level 5 CIPD related qualification in HR or equivalent • Have a degree
Experience	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Demonstrable experience of HR recruitment and selection procedures. • Experience of managing absence and other complex employment relations issues such as employee payroll. • Experience of supporting managers on a variety of HR • Experience of drafting complex letters and reports. • Experience of producing personnel reports. 	
Knowledge	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Knowledge of current employment legislation, which affects the recruitment and selection of staff. • A good understanding of, and commitment to, Safeguarding, health and safety, data protection and equal opportunities • An understanding of the importance of confidentiality and the Data Protection Act. • High level of ICT skills, including Microsoft Office. 	<p>An understanding of Autistic Spectrum Condition.</p>

	<ul style="list-style-type: none"> • Knowledge of best practice in specific HR areas, such as: <ul style="list-style-type: none"> - Recruitment and selection - Absence management - Capability, disciplinary and grievance • Knowledge of database maintenance and management. • An understanding of how to manage HR records and filing systems. • The ability to record and analyse data using different systems. 	
<p>Skills</p>	<ul style="list-style-type: none"> • Ability to problem solve, make decisions and stay calm in crisis situations • Work within a team and under own direction. 	
<p>Attitude</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Leadership and management qualities, e.g. assertive, confident, excellent communicator. • Excellent verbal and written communication skills. • The ability to work as a part of a team and independently. • Excellent time management skills and organisation. • High expectations of self and high professional standards. • The ability to think strategically and respond to a variety of problems. • The ability to handle a demanding workload and prioritise. • The ability to use initiative and be proactive in any situation. • A high level of accuracy and attention to detail. 	<p>Positive and engaging about development of provision for ASC pupils.</p>

	<ul style="list-style-type: none">• Flexible, reliable and enthusiastic.• The ability to maintain successful working relationships with other colleagues.• Excellent planning skills and the ability to take control of situations.	
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