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**JOB DESCRIPTION**

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| **School/College:** | **West Norfolk Academies Trust – to be based at Springwood High School, but working between all 11 sites on an as-needed basis.** |
| **Job Title:** | **HR Assistant** |
| **Grade:** | **Grade F, Pts 22 – 25, (£21,074 – £23,111 FTE per annum, based on a 37 hour week) (£10.92 - £11.98/hour). Please note that the salary will be pro rata.** |
| **Hours/weeks:** | **37 hours per week, 40 weeks per year (Term Time + 2 weeks)** |
| **Responsible to:** | **Trust Finance Manager** |
| **Working With:** | **Headteachers****External HR Advisors****HR Assistant** |

**Purpose of the Job**

To provide high quality and confidential administrative support to the provision of HR best practice across the Trust.

**Responsibilities**

Co-ordinate recruitment across the Trust, including advertisement of vacancies, receipt and distribution of applications, and the maintenance of a log of all recruitment activity.

Provide administrative support to all aspects of HR casework, including disciplinary, absence and capability.

Manage the Trust’s recruitment@ email address and ensure all enquiries from applicants and recruiters are dealt with promptly.

Respond to routine HR enquiries from schools, by telephone and email, and refer to the Trusts external HR provider as appropriate.

Maintain a policy matrix detailing when policies are next due to be reviewed.

Direct members of staff to the appropriate policies when a routine HR enquiry can be addressed in this way.

Attend meetings and hearings to take minutes when required.

Co-ordinate the Trust’s performance management process, ensuring that all staff members are provided with the necessary documentation and a record of completion is maintained.

Generate sickness absence reports and analysis for all schools.

Ensure key contractual dates are flagged and actioned, for example induction/probationary periods and end of fixed term contracts.

Maintain Single Central Register and produce reports for the Headteacher.

Input new staff details on to SIMS.

Liaise with new staff upon appointment, check and copy pre-recruitment documentation, qualification certificates etc.

Complete DBS submissions for new staff and monitor progress until clearance received.

File all personnel paperwork following recruitment.

Make referrals for new staff online medical questionnaire.

Ensure confidentiality at all times.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

**PERSON SPECIFICATION**

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| **SPECIFICATION**  | **ESSENTIAL**  | **DESIRABLE**  | **HOW ASSESSED** |
| **Qualifications/ Training**  | * Level 2 English qualification or equivalent experience.
 | * Level 2 Maths qualification or equivalent experience.
* ICT qualification.
* CIPD.
 | Application |
|  **Experience**  | * Experience of working in a busy office role.
* Experience of a range of administration tasks.
* Experience of using MS Office.
* Experience of producing professional documents.
 | * Experience of working in a HR role.
* Experience of working within an Education environment.
* Experience of using a Management

Information system.  | Application / Interview |
| **Knowledge/Skills** **(Ability to)**  | * Excellent verbal and written communication skills.
* A professional approach to work, with clear understanding of confidentiality.
* Work under pressure to meet deadlines.
* Use a solution focused approach
* Excellent ICT skills
* Excellent organisational skills
* Excellent interpersonal skills
* Willingness to learn and develop new skills.
 | * Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people.
 |  Application /Interview |
|  **Personal Qualities**  | * Self-motivated and ability to use own initiative.
* High expectations of self and others.
* Face all challenges with a positive attitude to achieve the desired outcome.
* Flexible and adaptable to meet changing deadlines and peaks and troughs in workload.
* Commitment to own personal development.
* Able to prioritise and multi-task effectively.
 |  |  Interview |