

Job title:	HR Assistant
Grade:	Grade 6 (Scale point 6 to 9)
Reports to:	Headteacher

Main job purpose

To assist the Headteacher in providing a comprehensive, professional and confidential Human Resource administrative, supportive and compliant best practice service delivery, including tasks associated with the employee lifecycle. Responsibilities listed below are not exhaustive but are likely to include: support with recruitment, onboarding and induction of new hires, contract preparation, staff absence, staff record keeping and maintaining, payroll and personnel file administration.

First point of contact for school generic HR queries and administrative support and signposting.

Main responsibilities and duties

Employee Lifecycle:

Recruitment and onboarding:

- Adhere to the Safer Recruitment requirements (training will be provided)
- Draft job adverts and publish these on our recruitment applicant tracking system and other advertising platforms
- Work alongside the Central HR team with creation of new job descriptions and person specifications
- Receive and acknowledge candidate applications
- Monitor applications received, conduct HR shortlisting, prepare interview schedules and invite candidates to interview via the built in templates via the recruitment system
- Responsible for carrying out pre-employment and vetting checks, including issuing and managing reference requests, saving all documentation in the associated online folders
- Work with the Central HR team to prepare and administer accurate offer letters, payroll instruction forms using existing templates, and setting new starters up with correct system and network drive access needed as standard or by specific request by the line manager
- Schedule an induction programme for each new employee, ensuring they are completed and recorded

Staff Record Keeping:

- Responsible for maintaining the Single Central Record (SCR)
- Responsible for maintaining records of staff training and log on the school's management information system (MIS)
- File all staff personnel records electronically online (e-files)
- Archive personnel records as required and in line with GDPR

Payroll Administration:

- Responsible for supporting the Headteacher with monitoring of claims submissions
- Responsible for updating, maintaining, and administering the payroll checklist and tracker to ensure all staff changes (starters, leavers, contract variations) are processed in the relevant month and sent to the Trust's external payroll provider, including the relevant document links for audit trail
- Ensuring monthly payroll checking has the Headteachers authorisation in line with the payroll deadlines
- Recording and filing monthly payroll files as per initio standards

Staff Absence Management:

- Monitor daily absence calls via the staff absence line and mailbox - follow up as required
- Partner with the Cover manager to monitor sickness absence.
- Be aware of all personal absence requests/unpaid absences. Ensure Absence Requests are supported by appropriate and necessary evidence
- Record all planned support staff absence on the MIS, keep the cover manager informed.
- Submit sickness and personal absence/unpaid leave via the payroll provider process, ensuring Statement of Fitness for Work notes are logged and saved.
- Ensure self-certificates have been returned for all sickness absence and saved to staff record.

Staff Leavers Process:

- Processing leavers via the payroll process and save the associated/relevant documentation in the staff e-file
- Issue leaver acknowledgement letters, maintain leaver checklists and archive files in line with GDPR

General:

- Key point of contact to staff regarding general HR queries such as; employment matters, contract issues, pay queries and more, referring to and/or escalating to the Central HR team as required
- Providing various administrative support as required
- Attend relevant training as required by the Headteacher and/or Central HR team
- Working with adherence to all company policies and procedures, with specific reference to upholding the HR policies in day to day duties

Supervision and management

- HR checks: meeting candidates and scanning and verifying copies of their ID documents and relevant qualifications/certificates
- Check original ID documents provided by the candidate, verify their right to work in the UK and submit applications for DBS checks and pre-hire medicals

Decision making

To support the school staff team, receiving queries raised by staff and signposting appropriately in accordance with policies and procedures.

Key contacts and relationships

Headteacher, Cover Manager, Senior Leadership Team, Teaching staff, Support staff, Central HR team, Trust colleagues, the Local Authority and external agencies.

Resources

Extensive use of IT equipment in the course of general working.

Working environment

Normal school administration environments. This is an active role which requires normal mobility including, bending and lifting of staff files.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Trust HR Team
Date:	July 2025

Requirements	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> 5 GCSEs including English and Maths (minimum level 4 or equivalent experience/vocational qualification) 	Any other relevant qualifications, including CIPD and First Aid	<ul style="list-style-type: none"> Application Form
Knowledge & Experience	<ul style="list-style-type: none"> Previous experience of working in an office administration environment and role Experience of following procedures and processes Good knowledge of ICT 	<ul style="list-style-type: none"> Experience of working in a HR and/or school environment setting Relevant CIPD qualification and membership HR: knowledge of ACAS employment best practices, policies and procedures UK employment law: statutory and regulatory compliance 	<ul style="list-style-type: none"> Application Form Interview References
Skills	<ul style="list-style-type: none"> Excellent administrative skills Excellent organisational skills Strong communication and interpersonal skills Ability to use own initiative Excellent team player Ability to identify process improvements Analytical and meticulous eye for detail Maintain confidentiality and adhere to Data Protection regulations at all times Fluency in English for all staff and public-facing roles 		<ul style="list-style-type: none"> Application Form Interview References Language Qualifications <p>Fluency in English evidenced by:</p> <ul style="list-style-type: none"> competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad
Personal Qualities	<ul style="list-style-type: none"> Discretion (maintaining confidentiality) Calm under pressure Quick Learner Flexible and adaptable Ability to stay focussed Tenacity Ambitious - Trust values Collaborative - Trust values Respectful - Trust values 		<ul style="list-style-type: none"> Application Form Interview References
Relationships	<ul style="list-style-type: none"> Have positive and mutually supportive relationships with all colleagues Ability to promote the school across the wider community 		<ul style="list-style-type: none"> References Interview

Requirements	Essential	Desirable	Evidence
Safeguarding	<ul style="list-style-type: none"> ● Good knowledge of relevant Safeguarding procedures ● Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. 	<ul style="list-style-type: none"> ● Good awareness of potential Safeguarding issues 	<ul style="list-style-type: none"> ● Application Form ● Interview ● References