



JOB DESCRIPTION	
Job Title	HR Assistant
Reporting To	HR Manager
Line Manager Of	n/a
Pay	Grade 3

Job Purpose
To be responsible for HR administration in the school, including management of personnel records, the administration of staff recruitment and payroll administration.

Key Responsibilities	
1	Administer the recruitment of staff, including advertisements, pre-employment checks, issuing and amendment of contracts and staff induction in relation to HR matters
2	Administering staff information relating to payroll within the school
3	Maintain accurate and up-to-date staff records ensuring compliance with the Data Protection Act
4	Record and monitor staff absences and staff turnover
5	Administer staff CPD, appraisal matters, staff training and performance records
6	Produce and analyse personnel data, including provision of reports for the strategic leadership team and external agencies.
7	Undertake other administrative support duties when needed, such as reception duties, filing, word processing, maintenance of pupil records and assisting with pupil welfare (such as sickness/injury).
8	Use information available to continually review and refine processes to ensure the school runs efficiently and technology is maximised.
9	Undertake any other duties requested within the scope and grade of the role.
Knowledge, skills and experience	
	Knowledge of HR and associated procedures and employment law.
Safeguarding Responsibilities	
Adhere to School Safeguarding Policy and ensure the safety of students at all times.	
Information Management Responsibilities	
Take reasonable care to ensure that personal sensitive data is managed in accordance with the schools policies and procedures.	



Leadership Responsibilities
Be an excellent role model to both staff and students and adhere to the ALS Golden Rules at all times. Able to work to the schools code of conduct.
Professional Standards
n/a

PERSON SPECIFICATION		
Qualifications	Essential	Desirable
Level 2 Maths and English or equivalent	x	
CIPD Level 3 certificate	x	
CIPD Level 5 or Working towards		x
Evidence of CPD relevant to the role	x	
Skills and Knowledge	Essential	Desirable
Highly literate and numerate with ability to proof read and correct text and numerical mistakes	x	
Strong analytical and data manipulation skills	x	
Exceptional IT skills with Word, Outlook and Excel (including using formulae)	x	
Ability to quickly adapt to bespoke software and fully utilise	x	
Excellent organisational and planning skills with the ability to be flexible in order to achieve targets	x	
Able to manage conflicting deadlines and still meet the demands of the school	x	
Excellent communication skills and ability to explain complex information to employees	x	
Understanding of local Government and Teachers terms and conditions		x
knowledge of relevant legislation and employment law, both in theory and application	x	
Experience	Essential	Desirable
Administration of High volume recruitment and on boarding		x
Providing HR support within a large business	x	
Dealing with difficult and emotive situations effectively and professionally	x	
Administration of monthly payroll activities		x
Values	Essential	Desirable
Able to demonstrate a “can do” attitude	x	
Be enthusiastic, innovative and forward thinking	x	
To be highly confidential, professional and maintain information in line with GDPR requirements.	x	
Empathetic and able to support employees in difficult situations	x	



Other	Essential	Desirable
Commitment to continuing training / development of knowledge and skills.	x	
Enhanced DBS and Children's Barred List Check.	x	

Original copies of certificates will be required prior to appointment.

Headteacher Name	Headteacher Signature
Ania Hildrey	<i>Ania Hildrey</i>
Employee Name	Employee Signature