

*A community of inspiration, excellence and opportunities for all to grow*

JOB DESCRIPTION			
Job Title	HR Assistant		
Post Holder		Reports to	HR Manager
Grade	Band D	Hours/week	25
		Weeks/year	40

### **Post outcome**

To provide Human Resource Support to the school under the direction of the HR Manager

### **Duties and responsibilities**

Under the direction of the HR Manager:

- Administration of the monthly payroll return;
- Support the absence management process in line with policies and procedures, including holding return to work meetings, monitoring and recording individual and overall absence levels, and producing statistical absence data;
- Support the process of recruitment including preparing advertisements, vetting of candidates, assisting with the interview process, pre-employment checks and the processing of DBS applications;
- To provide support in maintaining staff records in line with statutory and trust requirements, including electronic and paper records;
- Supporting internal and external inquiries and requests related to the HR department;
- Assisting to plan and sometimes deliver HR-related training, including inductions for new staff and regular updates;
- Provide administrative support in relation to grievances and disciplinary procedures;
- To take minutes at meetings, as required:

### **General**

- All staff are required to comply with the following:
- Develop and maintain positive and effective working relationships with staff and students/pupils across the Trust
- To maintain the confidentiality of the working environment, particularly when dealing with personal, sensitive, and/or confidential data
- Promote the aims of the trust
- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures
- To ensure the duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with current Health and Safety at Work Act regulations

This is an outline job profile to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.

The employer for all positions with Shirebrook Academy is Aston Community Education Trust.