

## JOB DESCRIPTION

### Human Resources Assistant

<b>Pay scale:</b>	Grade E to F
<b>Job Title:</b>	Human Resources Assistant
<b>Reports to:</b>	Human Resource Officer

#### 1. Background

Somerset Road Education Trust (SRET) is a Multi Academy Trust of three schools in Salisbury. It is made up of Wyndham Park Infants School, St Mark's Junior School and Exeter House Special School. A resource base provision has recently been placed in both St Mark's and Wyndham Park School.

The HR role is a central function and will encompass all the schools within SRET.

As SRET Human Resources (HR) Assistant you will work closely with the HR Officer and key personnel within all the schools in the Trust. It is envisaged that the HR Officer will act as a Mentor for you.

We often find ourselves faced with activities that require our team members to work outside their specified responsibility and as a result there is an expectation that you will not only be a team player but will take personal responsibility for your work and be able to step up to the challenge and work together to get the job done.

#### 2. Main Duties

You will be involved in a range of activities across the three schools. This role will largely be admin based and will cover areas such as:

- Co-ordination of arranging training, in conjunction with the responsible person to help to ensure that is completed within statutory time limits. Recording training records on the MIS System in a timely manner. Research and planning training.
- Staff contract.
- Liaison with external providers.
- Pay administration.
- Recruitment & Selection Process following Safer Recruitment Policy.
- Working Practices.
- Occupational Health Referrals.
- Completion of DBS.
- Administration centred activities.
- Paperwork associated with short-term and long-term sickness.
- Ensuring Audit compliance with regard to HR Records across the Trust.

#### 3. Responsibilities

To be successful in this role you must have a clear understanding of your employer's business objectives and be able to provide strong admin support to enable the HR function to fulfil its objectives.

You will deal with staff welfare and administration centred activities on a daily basis.

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not only be a team player but will take personal responsibility for your work and be able to step up to the challenge and work together to get the job done. The exact nature of your work will vary, but it is likely to include:

- General day to day HR administrative support within the HR team.
- Manage training records by recording accurately attendance on MIS System, in liaison with other team members. Co-ordinate training for Induction and current staff in liaison with our electronic provider ihasco. Organising, planning and co-ordination of statutory training for medical needs, first aid etc and ensuring that it is completed within statutory time limits as directed by the training lead.
- Assist in the preparation of contract letters, terms and conditions of employment and other personnel letters to be sent to members of staff (salary increases, promotions etc).
- Adding and checking information onto the HR database within our MIS System. Including changes in job title, role, certificates etc.
- Administer recruitment processes, acknowledge candidates, create lists of candidates, contact shortlisted and unsuccessful candidates and liaise with managers about interviews etc.
- Check, approve and chase employee weekly timesheets, recording overtime for payroll in connection with additional hours for training.
- Help collate HR reports on sickness and absence, and other HR statistics.
- Ensure all personal files and HR system are constantly maintained with updated information.
- Process leaver documentation ensuring communication via exit interviews are administered.
- Process contractual changes for job changes and promotions.
- Support recruitment process by maintaining all job advertisements on our applicant tracking system and internal notice board whilst managing applications.
- Diarise reviews for probationary periods, interviews and communicate all information to managers.
- Support HR Manager with absence reports, maternity/paternity documentation.
- Support the HR Manager with any additional requests.
- Manage enquiries from employees.
- General office duties.

#### **4. Skills and Experience**

- Previous experience in HR administration as part of an HR Team.
- Experience of the recruitment process.
- Able to work to tight deadlines.
- Organised and methodical approach to administration and record-keeping.
- Confident in using Microsoft packages including Word, Excel, and PowerPoint.
- Educated to GCSE Level or equivalent including Maths and English.
- Ability to build strong working relationships.
- Able to priorities workload and work within a team.
- An interest in CPD.
- Demonstrate strong communication skills, being able to communicate effectively with all levels of management team.
- A basic understanding of employment law would be an advantage.