



Stoke Newington School
& Sixth Form



Job Pack
HR Assistant
September 2022

'We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging'

Contents

Job advertisement **pg 3**

Job description **pg 4**

Job advertisement

HR Assistant

1st September start date

Salary – Scale 5 £23,303 - £24,572 actual salary

Term time only, Monday to Friday, 36 hours per week with 50 minutes unpaid break

Working hours 8:00-16:00 Monday to Friday.

We are currently seeking a professional, confident individual to join our school as a confident HR Assistant. We are looking for someone who is highly organised, dedicated, approachable, flexible and who displays excellent communication skills. The role requires working at pace and the ability to prioritise and work well under pressure. The successful candidate will have strong organisation and administrative skills.

Supporting the HR Manager and the Head of Resources and Services in all aspects of HR and payroll, you will be responsible for administering the payroll function, as well as dealing with day-to-day enquiries in regards to HR/payroll matters.

In addition, you will take care of monitoring and recording staff absence, organising and minute taking at meetings and administering the full recruitment process including pre-employment checks for all new staff.

The School

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive. We are committed to a creative and excellent education for all students. We have a positive reputation in the local area, benefit from parental support, have an award-winning building and a growing sixth form. Most importantly, students and staff share a commitment to the school's success and ethos.

We require:

- A dynamic individual who can multitask across the full range of HR areas in a time pressured environment
- Schools are busy workplaces and so the postholder must be willing to work around teaching commitments of staff to deliver excellent HR support to staff
- Supporting and advising managers in applying School policy and procedure will mean that the postholder will be confident in working with professional staff at all levels of seniority
- The postholder will be responsible for maintaining the School's HR policy and job description libraries and so will need to have a systematic approach to their work.

Contacting us

If you are interested in joining our team please apply via <https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384>.

The closing date for receipt of applications is 12.00pm Wednesday 31st August 2022.



Job description – Human Resources Assistant

Reporting to: HR Manager
Grade: Scale 5

Purpose of the post:

- The HR Assistant will support the HR Manager in the provision of a high quality, efficient HR service for the school. This is a customer focused role to provide effective support across the HR function with particular focus on recruitment, employee records and operational HR administration.
- Work with admin teams of the school in Reception or in Central Admin Team's office, as needed by the school.
- The details below serve only as a summary of the main responsibilities of the post. It is anticipated that the role will evolve further to suit the particular strengths of the successful candidate.

Key accountabilities, duties and responsibilities:

Recruitment

- Complete end to end recruitment with HR Manager's guidance for all teaching and support staff.
- Place vacancy advertisements and respond to communications from candidates.
- Ensure the school's website provides accurate information on school vacancies and that relevant documents on the vacancies page are up to date by liaising with the Communications Manager and agencies.
- Track applications prepare shortlisting packs and invite candidates for interview.
- Apply for references and make follow up calls to referees as directed by the HR Manager.
- Produce and issue interview schedules, in cooperation with the Heads' of Departments.
- Prepare candidate welcome packs and candidate programmes.
- Make any necessary arrangements for candidates and support interview day.
- Support the HR Manager in checking and processing Disclosure and Barring Service (DBS) applications.
- Process new starters' paperwork, for the successful candidate, with Head of Resources and Services and HR manager's guidance.

Employee Records

- Support the HR Manager in ensuring the staff appointment register, the 'Single Central Register of Staff', is kept up to date at all times.
- Ensure that all other employee records in the school's database (School base) are accurate and updated when required.
- Create and update employee HR Compliance files (hardcopy).
- Update electronic staff files.
- Assist HR Manager with recording DBS information in accordance with the DBS Code of Practice.
- General filing and shredding.
- To scan and submit payroll forms for Teaching and Support staff.
- To undertake any additional duties required by line manager as appropriate.

Operational HR

- Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner.
- Deal with incoming email, post and other paperwork.
- Administration new starters, leavers and variations to contract with HR manager's guidance.
- Ensure all probationary periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers.
- Prepare of documentation for internally promoted staff.
- Keep notes in HR meeting e.g. Sickness management or Investigation meetings.
- Represent HR in HR meetings by providing HR advice and keep notes e.g. Informal sickness meetings.

Payroll

- Ensure that regular, consistent and timely information and instruction is given to the Payroll provider.
- Provide administrative support to the annual salary review process.
- Escalate pay queries to HR Manager.

Admin Duties

- Answer telephones and dealing with enquiries.
- Send mail out.
- Photocopying and scanning for admin team when is needed.
- Ad hoc duties directed by the Head of Resources and Services.

Safeguarding

- Attend all safeguarding training as required by the school.
- Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process.

To learn and develop the skills and behaviours required for the role
Carry out all duties in line with the relevant organisational policy or legislation, for example, Health and Safety at Work and Hackney Education's Equality and Diversity policy.
The post holder must promote and safeguard the welfare of children, young and vulnerable people.

Person Specification: Human Resources Assistant

Essential and/or desirable competencies
<p>Qualifications</p> <ul style="list-style-type: none">➤ G.C.S.E. (A – C grade) or equivalent English and Maths qualifications. (E)➤ Any HR qualification (D)
<p>Experience of;</p> <ul style="list-style-type: none">➤ Experience in administration or customer service. (E)➤ Experience of working in HR Department. (D)➤ Experience of working in a school (D)➤ Excellent numeracy/literacy skills. (E)
<p>Personal Qualities;</p> <ul style="list-style-type: none">➤ Excellent verbal and written communication skills and ability to communicate with all levels of staff in a professional and friendly manner. (E)➤ Good working knowledge of MS Office, especially Outlook, Word and Excel. (E)➤ Contributes proactively to teams to achieve common goals. (E)➤ Be highly organised and able to work under pressure. (E)➤ Ability to create a positive working environment. (E)➤ Provides excellent customer care as first point of contact. (E)➤ Understand and respect sensitivity of HR information and employee records and ensure confidentiality of all written and verbal communication.(D)