



JOB DESCRIPTION HUMAN RESOURCES ASSISTANT

Job Title: Human Resources Assistant

Grade: Scale 5

Hours: 37 hours per week

Working weeks per year: 42 weeks per year.

Reports to: Director of HR

Responsible for: None

Liaison With: Central Team, Finance Partners, Administrative Coordinators, Headteachers, External Agencies

Job Purpose	To provide confidential HR administrative support to Schools and the HR team.
Principal Accountabilities	N/A
Duties	<ul style="list-style-type: none">• To provide confidential administrative support to the Academies including the production of Contracts, letters, documents and reports.• To monitor the HR email account and respond to emails and telephone queries in a timely manner.• To attend Trust Schools to provide support to Administrative Coordinators, including cover for absence as and when required.• To take minutes at meetings when required.• To produce monthly reports as required including Sickness and Probation management.• To assist in the recruitment process for centrally employed staff, including preparing interviewer packs, booking rooms and filing of interview paperwork as required.

	<ul style="list-style-type: none"> • To undertake pre-employment checks for centrally employed staff including seeking references, medical clearances and Disclosure and Barring Service (DBS) applications. • To maintain the electronic data management system(s) (personnel files) for the Central Team including scanning of correspondence and documentation in relation to personnel files. • To assist with maintaining the HR database(s) and other HR record systems. • To provide support to the Central Team, Director of HR and HR Officer. • To maintain confidentiality and comply with current Data Protection Policies at all times. • To support the HR team with the preparation and planning of HR training to Trust schools.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Diocese of Chelmsford Vine Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Director of HR to carry out appropriate duties within the context of the job, skills and grade.

Person Specification Academy HR Assistant	Detail	General Examples
Qualifications & Experience	Specific qualifications & experience	Experience of working in an office environment (E)
	Knowledge of relevant policies and procedures	Knowledge of education sector (D) Experience of HR (D)
	Technology	Ability to use Microsoft Office including Word, Excel and Outlook or equivalent (E)

		Ability to use databases and experience of data entry (E)
Communication	Written	Ability to write letters and emails (E)
	Verbal	Ability to use initiative to deal with telephone calls and staff queries (E)
Working with others	Team work	Work effectively as part of a team (E) Ability to work independently (E)
Responsibilities	Organisational skills	Ability to be proactive and prioritise work (E)
General	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality and Data Protection (E)