



HISP Multi Academy Trust Job Description

Trust Human Resources Assistant

Salary:	Grade C (FTE salary £18,932 - £19,940)
Hours:	30 hours per week, though other work patterns will also be considered
Weeks Worked	Term time, plus 4 weeks (including at least 2 weeks during the summer vacation)
Contract:	12-month Fixed Term Contract, ideally starting September 2021
Responsible to:	Human Resources Manager
Based at:	Tanners Brook Primary School and one day a week at Portswood Primary School

Principle Responsibilities/Objectives

- To work closely with the HR Manager and HR Officer to deliver a high standard of work in all HR areas supporting the whole employee lifecycle, but primarily in recruitment and compliance, across the HISP MAT.
- A commitment to child protection, safeguarding, and promoting the welfare of children and young people.

Primary Roles:

Recruitment Administration

- To work with the HR Manager, HR Officer and the MAT Senior Leadership Teams to prepare recruitment paperwork.
- To draft and place advertisement, job descriptions and person specifications, and to co-ordinate the recruitment process and associated administrative matters.
- To co-ordinate response to recruitment queries.
- To assist in arranging interviews, including sending invites and organising interview days as required.
- To ensure that safer recruitment practices are adhered to in line with the Trust's recruitment policy, including requesting references as is appropriate.
- To assist in the completion all pre-employment vetting checks required, including a DBS check and Right to Work Checks, referring queries outside the usual practice to the HR Manager.
- To inform payroll of new starters and provide relevant paperwork within payroll deadlines.
- To ensure the accurate retention and archive of unsuccessful applications in line with Trust policies.
- To complete all actions associated with the new starter process, including arranging a start date, onboarding processes, and an induction, ensuring that all those identified as requiring information about the new starter are notified accordingly in a timely manner.

Compliance

- To update the Single Central Register prior to a new starter commencing work (including those doing voluntary work), with any changes, and when a member of staff leaves.
- To attend and respond to termly internal vetting checks of the Single Central Register with the MAT Senior Leadership Teams.
- To inform the Designated Safeguarding Lead of new starters and volunteers so that appropriate training including safeguarding, child protection, and health and safety training can be organised.
- To maintain the list of staff who are Safer Recruitment trained and co-ordinate refresher training towards the end of validity periods.

Absence Management

- To record absences on the Trust's HR Information Systems, and for payroll purposes, and to liaise with managers and individuals about paperwork to support the absences.

Payroll

- To record payroll variances including overtime and mileage claims in line with strict payroll deadlines.

General Duties

- To maintain accurate HR information on Trust databases.
- To issue Local Government Pension Scheme starter letters.
- To file electronic and hard copy HR paperwork and accurately maintain personnel files.
- To complete the full leaver process, with particular attention to payroll deadlines.
- To attend HR meetings, as required.
- To maintain confidentiality in accordance with Trust policies and procedures at all times.
- To administer all contract variation letters in liaison with the HR Manager.
- To assist employees with queries relating to HR, and to provide accurate advice.
- To work with colleagues across the Trust in a collaborative manner.
- To ensure the HR Manager is kept appropriately apprised of HR activity.
- Other general HR duties as required to support the HR Department.

Compliance with Health & Safety, Child Protection and Safeguarding, and other Policies

- To promote and ensure the health and safety of students, staff and visitors at all times.
- To be aware of and to comply with Trust policies and procedures relating to health and safety, child protection and safeguarding, security, confidentiality and data protection.

Other

- To participate in on-going training, other learning activities and professional development as required.
- To work co-operatively with others towards shared goals.
- Such other duties as may be reasonably allocated or directed within the remit of the role.

MAT Ethos

- To support the ethos of the HISP Multi Academy Trust, and to encourage all students to follow this example.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.



Part of the HISP Multi
Academy Trust