

**JOB DESCRIPTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post Title:** | **HR Administrative Assistant** | **Grade :** | | Bexley 05 |
| **Responsible to:** | HR Director | | | |
| **Responsible for:** | N/A | | | |
| **Main purpose of the job:** | | | | |
| * To provide an effective and efficient administrative support to the Trust HR & Governance Team. | | | | |
| **Duties and Responsibilities:** | | | | |
| * To undertake general office duties, answering telephone and responding to emails * Operating office equipment including PC, copier/scanner * Set up online advertising for Trust vacancies using Kent Teach, My New Term or similar online systems, accessing applications and sifting these for management. * Requesting references and carrying out pre-employment checks for new starters. * Using HR systems to generate offer letters, contracts of employment, contract variations, resignations and probation outcomes. * Uploading information and new starters to HR MIS systems (Arbor, Every & SCR) updating information and running reports when required * Arranging HR induction with new staff prior to start date. * Contacting internal and external teams to set up new starters (e.g. external IT for email addresses) and close down leavers access and accounts. * Report daily absences onto the HR systems and update live spreadsheets. * Manage enquires and emails in the HR inbox. * Following up with employees, governors, trustees to ensure the return of any signed documents which are required. * Setting up meetings for senior leaders, governors and trustees as per annual plan, collating paperwork prior to the meetings, uploading documents to governor hub. * Dealing with training requests, setting up an order on the finance system, contacting training providers to book spaces, complete and send out training agreements to staff to be signed.      * Filing documents via the HR departments online systems, removing records and files and archiving as per the Trusts record retention policy. * Works in close contact with the rest of the HR and Trust team providing administrative support as required. * Running reports from systems and collating information to support the management of staff such as absence figures, turnover, probation reviews and training requests. * Supporting senior leaders at HR meetings by arranging meetings, sending invites, minute taking and completing outcome letters.   **Safeguarding**   * Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education,  Prevent) and our safeguarding and child protection policies including the recording and  reporting as per the policy and procedures of the Trust. * Promote the safeguarding of all pupils in the school. | | | | |
| **Other areas of responsibility** | | | | |
| * Undertake all other duties as appropriate and as directed by the Head Teacher or line manager. | | | | |
| **Signed by:** | **Post holder: HR Director** | | **Date: 19.12.24** | |
|  | **Line Manager: COO** | | **Date: 19.12.24** | |
| **Last review date** | **December 2024** | | | |
| **Next review date** | **December 2025** | | | |

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.



**PERSON SPECIFICATION**

|  |
| --- |
| Qualifications and experience |
| * GCSE or equivalent in English and Mathematics at grade C or above. |
| Skills and knowledge |
| * Demonstrable experience of working within an office environment. * Experience of using email and Microsoft Office programmes. * Experience of data management and inputting/exporting data. * Confident communication skills. * Attention to detail. * Good organizational and time management skills. * Knowledge of guidance and requirements around safeguarding children. * Good ICT skills. |
| Personal qualities |
| * Flexible approach, including a sense of humour and positive attitude toward work. * Ability to deal calmly, tactfully and effectively with a range of people. * Trustworthy and commitment to maintaining confidentiality at all times. * Ability to be pro-active with a team, working effectively with a range of styles and personalities. * Proactive and keen learner, with a willingness to undertake further training and professional  development for the role. * Commitment to safeguarding. * Active commitment to equality, diversity and inclusion. |