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| **Job Description:-** | **HR Assistant**  |

Location: Chiltern Wood School – Multi Site (Cressex, Downley, Studley Green)

Grade: Range 3– Range 4 DOE (£27,310- £31,645 FTE)

Hours: 25 hours per week – Monday - Friday, 39 weeks per year (opportunity for some overtime in the holidays TBC)

Responsible to: HR Manager

**JOB PURPOSE**

To be responsible for the administrative responsibility of the Human Resource Function which include recruitment, employee life-cycle, workforce planning, maintenance of single central record, training and development and attendance and performance monitoring. To provide best practice HR support to all employees, covering all general aspects of employee relations. To provide support to the HR Manager through a range of administration and tasks.

**MAIN DUTIES & RESPONSIBILITIES**

**Human Resources**

* To support managers through all informal and formal stages of HR policies, including suitable interventions for positive outcomes.
* To be responsible for maintaining the Single Central Record, including compliance training and quality monitoring checks.
* To coordinate the staff recruitment process for all sites, ensuring compliance with Safer- recruitment, including assisting with interviews, identifying vacancies and designing / preparing interview assessments.
* Be responsible for staff personnel files, sims database and personnel data, including all vetting checks, keeping abreast of legislative changes.
* To co-ordinate and conduct exit interviews and provide analysis and recommendations relating to turn -over, including retention initiative opportunities.
* To work closely with the HR / Finance Managers to ensure all notifications, contracts and variations are issued within payroll deadlines.
* To manage the process for the submission of the pupil and workforce Census.
* To issue staff induction packs, coordinate probationary reviews.
* To ensure compliance of existing personnel records.
* To support the HR Manager to maintain and update the Staff handbook.
* To manage and be responsible for the SIMS Personnel database.
* Ensure all sickness absences are correctly recorded for monitoring purposes.
* Ensure all leave requests are accurately processed
* To be committed to best practice, CPD and keep abreast of matters relating to specialist knowledge area.
* To liaise with HR Manager and Admin Support to ensure all school policies are up to date, in a common format and available on the Virtual Red Folder.
* To ensure all staff have a clear understanding of policies and respond to queries accordingly

*This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the headteacher.*

Signed: ………………………………………………..

Dated: ………………………………………………..

Reviewed on: ………………………………………….