



Job Description

HR Assistant

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to the Haberdashers' Monmouth Schools. Your Job Description should be reviewed every two years as part of the Appraisal Process.

Working Hours: 37½ hours per week 9am to 5pm with a half hour break throughout the year

Responsible to: HR Administration Manager

Summary of the Role:

To assist the HR Administration Manager with the efficient and effective running of HR administration services to the Haberdashers' Monmouth Schools. To assist with the maintenance of personnel files, recruiting staff and providing HR related data as required.

Main duties and responsibilities

1. Assist with the maintenance of personnel files and employee records including the Single Central Register in accordance with regulatory requirements
2. Assist with maintenance of records regarding recruitment, probationary reviews, training, appraisals etc.
3. Assist with arranging and setting up of recruitment interviews, contacting candidates, obtaining references, sending out job offers, employment contracts and joining paperwork
4. Process DBS applications for new staff, existing staff, governors and volunteers as required
5. Enter data onto SIMS including new joiners, leavers, absence records, accident forms, contact details etc.
6. Assist with the organisation of staff inductions and appraisals
7. Update job descriptions and other documents as required
8. Produce reports from SIMS and other sources as required
9. Attend meetings as required, on occasion taking notes and typing up and distributing minutes
10. Attend disciplinary and grievance hearings when required
11. Filing and photocopying as required
12. Undertake such other duties as may be reasonably requested

You may be required to undertake such other duties as the schools may reasonably require from time to time.



Person Specification

HR Assistant

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> Minimum Maths and English at GCSE/O Level, grade B or equivalent 	<ul style="list-style-type: none"> Member of the Chartered Institute of Personnel and Development
Experience	
Skills	
<ul style="list-style-type: none"> IT skills particularly in the use of Microsoft Word and Excel Excellent interpersonal skills, proven tact and diplomacy Organised with good time-management skills Be able to prioritise and work effectively under pressure 	<ul style="list-style-type: none"> Understanding and familiarity with HR procedures in an education setting, including recruitment, safeguarding and employee relations casework
Personal Attributes	
<ul style="list-style-type: none"> Ability to work with a high level of confidentiality and discretion Enthusiasm, motivation and a commitment to the continued development of the school Have a sense of humour and be approachable and patient Be professional in appearance, conduct and timekeeping 	
Other Factors	
<ul style="list-style-type: none"> Flexible approach 	