

chaseterracetechnologycollege

(Part of the Stephen Sutton Multi Academy Trust)

JOB DESCRIPTION

JOB TITLE:	HR ASSISTANT
JOB HOLDER:	
LOCATION:	CHASE TERRACE TECHNOLOGY COLLEGE, BURNTWOOD, WS7 2DB.
LINE MANAGER:	BUSINESS MANAGER
JOB GRADE:	SCALE 4
HOURS OF WORK:	37 (39.2 WEEKS) 08:30 – 16:30, Monday – Friday, 08:30 – 16:00 Friday. (inclusive of a 30 minute, unpaid lunch break)

STATEMENT OF PURPOSE

A key role in promoting the highest standards of professional ethos. The post holder will deliver an efficient human resource and business administration service, contributing towards the overall smooth running of the school.

MAIN DUTIES AND RESPONSIBILITIES

Human Resources:

- ❖ To support the Business Manager with all administrative tasks associated with the recruitment of new staff.
- ❖ To prepare and ensure all correspondence for new starter inductions are completed and returned, including probationary reviews, as directed by the Senior Leadership Team.
- ❖ To support the Business Manager administer any variation to contracts for existing staff members.
- ❖ To complete appropriate correspondence, ensuring all contractual and payroll information is produced, actioned and accurately maintained for new and existing staff.
- ❖ To process additional hours, supply and travel claims for all staff.
- ❖ To assist the Business Manager in maintaining the single central record (SCR), in line with Ofsted safeguarding requirements.
- ❖ To maintain employee personal records and information systems (SIMS, email lists, telephone lists etc.).
- ❖ To liaise with the school's HR advisor, to undertake research or obtain specific information, at request of the Senior Leadership Team.
- ❖ To produce documentary evidence, in relation to absence, grievance, disciplinary and capability matters. To attend and take minutes of meetings as requested.
- ❖ To assist in completing all administrative tasks relating to staff sickness, including return to work interviews and absence monitoring reports.
- ❖ To provide reception cover, as directed by the Business Manager.

Business:

- ❖ To be the point of contact for the school letting procedure, completing all associated administrative tasks. To include confirmation of bookings, ensuring all documents (letting agreements, insurance certificates etc.) are in place and hirers are invoiced correctly.
- ❖ To assist in managing the arrangements for lettings, avoiding any school diary clashes, ensuring all relevant staff (premises, technicians, cleaners, catering etc.) have the appropriate facilities in place.

School support:

- ❖ To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
-

- ❖ To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ❖ To be aware of, support and ensure equal opportunities for all.
- ❖ To contribute to the overall ethos/work/aims of the school.
- ❖ To establish constructive relationships and communicate with other agencies/professionals.
- ❖ To attend and participate in regular meetings.
- ❖ To participate in training and other learning activities and performance development as required.
- ❖ To recognise own strengths and areas of expertise, using these to advise and support others.
- ❖ To assist with student needs as appropriate, during the school day.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date
 (Job Holder)