HIGHGATE WOOD SCHOOL

Job title:	**HR Assistant**
Reporting to:	**HR Co-ordinator**
Line management responsibility for:	Not applicable
Main purpose of the role: To deliver a range of HR administrative duties, with a particular focus on scanning, helping with HR databases and filing.	
Background information: The role will be line managed by the HR Co-ordinator	

Main Responsibilities

1. Cover
   - To assess and implement appropriate cover levels and restrictions.
   - To assign and manage internal or supply/agency staff to cover absent staff.
   - To liaise with agencies/suppliers, including negotiating preferential rates, the recruitment of suitable candidates, short listing and arrangements for short term and long term cover.
   - To assign alternative classrooms in the event of the regular classroom being unavailable and report room unavailability to premises staff.
   - Organise operational logistics relating to cover, using agencies/supply where appropriate.
   - Provide induction and support for supply/agency staff.

2. Personnel
   - To be responsible for the maintenance and submission of staff data both computerised and manual records, ensuring that the monthly payroll deadline is met and maintain confidentiality.
   - To maintain staff records, including sickness, special leave, punctuality, annual leave, other leave, retirement, resignation, grievance and disciplinary matters.
   - To operate and generate staffing reports from the Management Information System, ensuring statutory returns are completed as appropriate.
   - To provide all managers with the appropriate documentation to ensure implementation of control measures for absence management.
   - Maintain the DBS register and ensure appropriate checks are in place and renewed as necessary.

3. Staff Recruitment
   - Submit job descriptions and arrange evaluation in liaison with the appropriate team leader
   - Post recruitment adverts, collate applications for short listing, the attendance of the interviewees and arrange cover for the relevant panel member for interviews
   - Compile job application packs, questions and tasks for the recruitment process.
   - Obtain and check references for interview candidates

- Process relevant documentation ensuring all staff have completed appropriate employment checks (e.g. Medical, DBS, Work Permit, Overseas Police checks and qualifications)
- To process appropriate documentation and ensure that relevant goods are returned on the termination of staff employment contracts

4. Employee Relations
   - To participate in all employee relations activities as directed by the HR Co-ordinator

5. Payroll
   - Implement payroll decisions and deal with pay queries, liaising with the Payroll Provider and/or outside agencies. (e.g. Teacher Pension Agency, Inland Revenue).
   - Supply confirmation of pay details to third parties. (e.g. Jury Service, Mortgage references and benefit claims.)
   - Ensure the payroll provider implements changes to pay from statutory, national or ocal pay agreements are implemented.
   - Ensure annual pay rises and increments are reviewed and applied.
   - Process timesheets and ensure that employees are paid for additional duties.

6. Other
   - To produce personal and confidential correspondence and/or reports under the guidance of the HR Co-ordinator
   - Complete and update all appropriate information for the annual School Workforce Census
   - To ensure the Single Central Register is maintained and updated at all times
   - To ensure that staff trays and labels are kept up to date to reflect any staff changes
   - To carry out duties of the post in accordance with the Data Protection Act, the Health and Safety at Works Act and other relevant legislation as well as Council and Governing Body policy
   - To implement the Council's and Governing Body's equal opportunities policy in all aspects of the work and duties associated with the post
   - To support the School's commitment to safeguarding and promoting the welfare of children in School
   - To adhere to all procedures within the School to ensure the safety of all children.
   - Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet) as required
   - Building positive working relationships with all staff to enable all to work at best capacity
   - Performing any other duties commensurate with the grade as and when required by the HR Co-ordinator or the Headteacher