

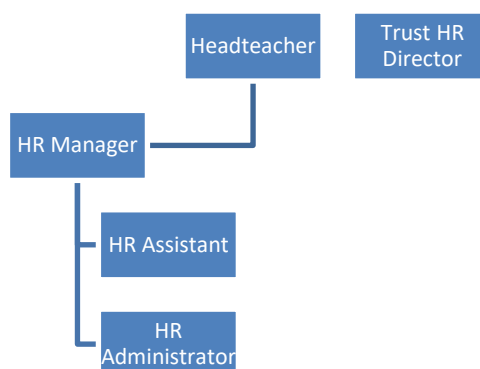
JOB DESCRIPTION

School: Brookfields	Location: Tilehurst, Reading, Berkshire
Job Title: HR Assistant 37 hours per week, Term Time Only Plus 2 weeks	Grade / Salary Range: F11-19 + SEN Allowance – pro-rata

JOB PURPOSE

To provide HR support to enable a high-quality operational HR support service for Brookfields School.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

Absence Management

Staff Sickness, absence and appointments

- Record daily absences from absence message service each morning and update Strand Leads via Arbor/email
- Record all sickness absence, unpaid leave, dependants leave and appointments on Arbor and ITrent.
- Ensure all staff complete a self-certification form upon their return from sickness absence. Check and record all information in Arbor and escalate any concerns reported on the forms to the HR Manager for further action
- Send regular notifications as required to staff who are about to hit a sickness absence trigger
- Support with the organising return to work meetings for staff who have been absent on short term sick leave as needed
- Escalate unacceptable levels of sickness to HR Manager
- Monitor absence against sickness targets given and escalate to HR Manager

Agency Cover

- Maintain the weekly schedule of Agency Staff requirements
- Book agency staff cover as directed by Strand Leads using our preferred supplier list
- Check and approve weekly timesheets
- Enter purchase orders on Access (finance system) for approval by the HR Manager

- Update monthly expenditure spreadsheet with agency use for Finance.

Recruitment

- Placement of adverts as directed by the HR Manager
- Administer the short list process – receiving, and distributing application forms
- Support with checking applications for recruitment gaps and anomalies
- Carry out reference checks
- Arrange and administer interviews
- Arrange classroom assessments and oversee recruitment assessments
- Prepare and issue provisional offer letters
- Create a bank of casual staff and volunteers

New Starters

- Complete all pre-employment checks for applicants who have been issued with provisional offers of employment
- Complete new starter packs for all new starters
- Prepare new staff badges
- Update Arbor with new starter details
- Ensure necessary resources are in place for new starters
- Carry out first day health and safety inductions where required
- Liaise with Finance Assistant to order uniform for new staff as requested
- Update the Single Central Register as required
- Update IT Systems and other platforms used by the School

Probation Periods

- Process, record and monitor the probation documentation for new staff
- Escalate probation issues to the HR Manager as they arise for further action
- Prepare probation extension letters as requested by the HR Manager

Staff Leavers

- Acknowledge letters of resignation and support with the leaver admin process
- Respond to reference requests for staff who are leaving or who have left
- Ensure that all resources are returned
- Arrange exit interviews for all staff leaving
- Update relevant IT Systems and inform relevant Departments as needed with leavers details

Staff Changes/Promotions

- Support with arranging internal recruitment processes (e.g. internal only interviews, references, assessments, etc.)
- Prepare and issue contract variation letters or new contracts as needed
- Update Arbor contracts and any other relevant systems as required

Payroll Processing

- Process new starters, changes and leavers into the payroll system (currently Royal Borough of Windsor and Maidenhead) accurately in line with payroll deadlines
- Enter timesheet claims as required for additional hours, acting up, etc. on ITrent
- Enter mileage claims on ITrent

Staff Annual Holiday Plan

- Administer and manage the staff holiday system for non-term time staff
- Administer TOIL process for all staff to ensure TOIL arrangements are accurately recorded and agreed

HR Process and record keeping

- Ensure that all electronic HR records on Arbor are up-to-date
- Ensure that HR documents are filed in personnel files (currently Hard Copy Files)
- Archive leavers files
- Destroy recruitment records/applications in line with recruitment policy
- Ensure that personnel files (hard copy files) are kept secure
- In conjunction with HR Manager review the implementation of electronic file storage

HR Reporting & HR Data

This will include the preparation of reports and data on the following (but not limited to)

- Staff absence/appointments
- Staff retention/turnover
- Recruitment patterns
- Staff leaving reasons
- Vacancies
- Trust Data Dashboard
- Full staff list
- Support HR Manager with Workforce Census

Work Experience

- Support the PA to the Headteacher to manage work experience requests
- Negotiate with Strand Leads/Teachers to host work experience students
- Complete relevant paperwork – References, Next of kin information, DBS Checks etc.
- Carry out first day inductions
- Complete college paperwork as required

Other

- Manage HR and Recruitment Inboxes – escalate to HR Manager as required
- Support with DBS checks and updates as needed
- Administer annual employee documentation checks, e.g. KCSIE annual updates for SCR, additional employment declarations.
- Work with the HR Manager to ensure that all appropriate documentation is received and is up to date in relation to third party staff, contractors etc., ensuring letters of assurance are received, ID and DBS details are seen and recorded
- Take minutes at formal HR meetings as needed
- Input HR purchase requisitions into Access for HR Manager to authorise
- Ensure all Drivers of minibuses have up to date licences
- Manage the list of staff who are authorised to use their own cars to transport pupils – this includes ensuring driving license are valid and relevant forms are completed for tax, MOT and insurance.

Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.

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SCOPE OF JOB (Budgetary / Resource control, Impact)
<input type="checkbox"/> N/A

Version:	1 04.02.26	Created by:	Nikki Roberts
HR Checked:			
JE Date:		JE Outcome:	

PERSON SPECIFICATION

Job Title: HR Assistant
Reports to (job title): HR Manager

* E = Essential Criterion (required at point of recruitment)
D = Desirable Criterion (can be developed over time)

KEY CRITERIA * E / D?	
<u>Qualifications and Experience</u> <ul style="list-style-type: none"> GCSE Maths and English Previous experience of an HR environment Previous experience of administration, general office practice CIPD Level 3 or above 	E E E E
<u>Knowledge</u> <ul style="list-style-type: none"> A good understanding of HR legislation and processes 	E
<u>Skills and Abilities</u> <ul style="list-style-type: none"> Good communication skills at all levels Outstanding organisation skills Clerical and administrative skills Advanced IT Skills – Outlook, Word, Excel Ability to process data Ability to self-manage work load, work to tight deadlines Ability to setup and maintain records and filing systems Ability to use initiative to solve problems Knowledge of Arbor and iTrent would be an advantage 	E E E E E E E E D D
<u>Work-related Personal Qualities</u> <ul style="list-style-type: none"> Ability to work at all levels of the organisation Ability to deal sensitively and appropriately with confidential information Attention to detail 	E E E
<u>Other Work-related Requirements</u> <ul style="list-style-type: none"> Ability to work from 07.30am to manage the daily absence process. Core Hours 07.30 – 15.30 Ability to work flexibly to achieve 10 working days during holiday periods 	E E

