

MATRIX ACADEMY TRUST

HR Assistant

Arrangement:	37 hours per week Term Time Only + 1 week Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 6 Spine Point 21-24
Main Purpose:	To provide administration involving HR processes within the school and assisting the Headteachers PA and HR Manager with administration tasks.
Main Activities:	<ul style="list-style-type: none"> • To undertake full administration duties to the highest level of accuracy, speed and confidentiality. • Assist with the recruitment process of staff including arranging interviews and paperwork. • Assist with employment checks including requesting references, DBS checks, right to work checks and all New Starter information. • Attend and minute take where necessary. • Support with aspects of employee relations for example, preparation of papers in relation to grievance and disciplinary cases. • Support Line Managers in dealing with staff absence and return to work interviews, and if necessary, subsequent Occupational Health referrals in coordination with the Heads PA and HR Manager. • Support the staff induction process including preparation of documentation. • Assisting the Heads PA and HR Manager with recording and monitoring of staff absence and timekeeping of school staff including completing a weekly absence document. • Working with the Heads PA and HR Manager to implement the absence trigger points as outlined in the staff sickness policy. • Assist managers with advertising jobs by completing the Trust vacancy form. • Assist with producing probationary review letters and arrangement of meetings. • Update employee records on SIMS. • Arrange wellbeing checks for staff e.g. flu jabs. • To set an example of personal integrity and professionalism. • Assist with other administration tasks as required by the Headteacher and the Headss PA and HR Manager including (but not limited to) admissions, appeals and letters. • Undertake typing, word-processing and other IT based tasks. • Provide clerical support e.g. photocopying, emailing, complete routine forms. • Supporting with the maintenance of employee filing systems and the provision of confidential documents and files as required
Additional duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

	<ul style="list-style-type: none"> • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school and supports its distinction mission • Appreciate and support the role of other professionals. • Participate in training and performance development as required. • Any other duty as deemed appropriate to the post by the Headteacher.
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

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Person Specification – HR Assistant

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
First Aid Trained	D	A
Experience and Knowledge		
Experience of working within a similar administration or HR role	E	A
Knowledge of employment checks and interview processes	E	A/I/S
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	E	A/I
Working within a school or fast paced environment	E	A/I
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I
Knowledge of the Data Protection Act for the appropriate handling, management, storage and disposal of information	E	A/I/S
Ability to take accurate meeting minutes	E	A/I/S
Practical Skills, Personal Qualities and Behavioural Attributes		
A keen interest in HR and a willingness to learn	E	A/I
Excellent verbal and written communication skills	E	A/I/S
Good time-management and organisational skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Effective team worker	E	I
An ability to provide high levels of customer care at all times	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Ability to handle highly confidential information	E	I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).