ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

HR Assistant

Post Holder	
Salary Grade	Grade C, Scale Point 4
Contractual Weeks	39 – Term Time only
Contracted Hours	20 hours per week (Monday – Friday by agreement)

KEY ROLE AND RESPONSIBILITIES

To provide an efficient and effective administrative assistance to the HR Officer, ensuring a comprehensive, professional and confidential Human Resource service to St Peter's School.

MAIN DUTIES

Liaising and reporting direct to the HR Officer, the assistant is responsible for a range of tasks which may include but not limited to the following:-

- Have a thorough working knowledge of the Academy HR policies and procedures
- Personnel administration and guidance for staff and volunteers including e.g. pre-employment checks, employment contracts and variations, payroll queries, ID badges, process leavers, SIMS and email registration etc. in liaison with HR Officer and IT department
- Administer DBS requirements for Outside Agency personnel and self-renewals for staff, ensuring that regulations are strictly adhered to and that applications are made and followed through fully, notifying the HR Officer or SBM of any concerns. When required, process DBS applications and verify ID as required via the online service.
- Attend meetings with the HR Officer and take notes as appropriate for HR related meetings such as Return to Work, Phased returns, Flexible Working requests and others as required, to include writing up minutes
- Maintain staff absence records, chasing self-certification forms, submitting to SIMS and processing the monthly report for payroll
- Maintain the Probation diary for all associate staff, advising relevant staff as reviews become due and follow up any outstanding statements
- Under the guidance of the HR Officer, maintain the record of associate staff appraisals, reminding and following up any outstanding responses
- Assist the HR Officer in arranging absence cover for associate staff as required

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher
- Comply with any statutory regulations i.e. GDPR which apply to the school

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Signed ..... Post Holder Date .....

Signed ..... School Business Manager Date .....

Agreed: June 2019 Review: