

## HR Assistant - Job Description

<b>Job Title</b>	HR Assistant - DDAT/DDAT2
<b>Reporting to</b>	<b>Senior HR Officer</b>
<b>Hours</b>	Full Time – 52 weeks
<b>Salary</b>	£24,432 - £25,419 DDAT Grade 7

### Job Purpose

To undertake HR administrative duties and to assist the Central HR function to operate effectively in their roles.

### Key responsibilities

- Acting as the first point of contact for both internal and external enquiries on behalf of the HR. To include screening phone calls, resolving and responding to basic level enquiries or redirecting more complex calls as appropriate and in a timely manner.
- Monitor and respond to the HR inbox. Referring more complex enquiries to the Senior HR Officers as appropriate and in a timely manner.
- Provide administration support for all recruitment activities and process for the Trust's central team and Senior Leadership positions within the Trusts schools or as otherwise directed. To include placing adverts on various platforms to gain maximum exposure, collating and sharing of completed application forms, preparation of document for the shortlisting and interview packs, interview letters, reference requests and offer letters.
- Advise Head Teachers and Business Managers on effective recruitment processes and provide information on HR policies and procedures.
- Manage the Central teams single central record, including carrying out DBS and pre employment checks.
- Review all adjustment forms and new start forms from the schools within the Trust.
- Undertake initial job evaluations for final approval by the SHRO
- Compile standard contracts of employment for school based staff and the Central team. Record and monitor outgoing and returned contracts of employment.
- Prepare letters, templates and other documentation as directed.
- Advise Schools on sickness absence matters and attend first formal stage absence review meetings as appropriate.
- Support in the administration of Trade Union Consultation.
- Attend meetings as directed to take accurate and confidential minutes.
- Support and assist HR in ad-hoc projects, initiatives and the ongoing development of the HR function.
- Collate statistics data to assist the HR team with management information and in relation to SAR requests.
- Work with all members of the DDAT central team and DDBE, to provide administrative support and to develop, improve and maintain effective

administrative systems, files, policies and initiatives in line with the Trust's development plan.

- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.
- Develop effective professional relationships with heads, Senior Leaders, School Business Managers, Governors and the wider Trust staff to ensure excellent customer service and a helpful attitude is always provided.
- Liaise with the external payroll provider on pay related matters.
- Undertake general office duties e.g. typing, filing, photocopying and scanning.
- Have an awareness of the Educational landscape, including the safeguarding of children in education, and its implications and the impact on the work of the HR team.

### Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Attributes	Essential	Desirable
<p>Qualifications and Professional Development</p>	<ul style="list-style-type: none"> <li>• Educated to GCSE level with Maths and English at Grades A* - C or equivalent</li> <li>• Full driving licence</li> <li>• Skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint and Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal administration qualification</li> <li>• Project management qualification</li> <li>• Hold or working towards CIPD Qualifications</li> </ul>
<p>Knowledge, skills and competencies</p>	<ul style="list-style-type: none"> <li>• Able to maintain strictest confidentiality and integrity at all times</li> <li>• Excellent IT skills.</li> <li>• Sensitivity in collaborative work with colleagues</li> <li>• Highly organised and efficient in managing a diverse workload with competing priorities.</li> <li>• Ability to work to tight deadlines</li> <li>• Demonstrates a high level of written and verbal communication skills with resilience that enables accuracy and attention to detail in a fast-paced environment.</li> <li>• Able to relate well to all stakeholders</li> <li>• Be empathetic to situations/staff and have a friendly, approachable personality.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the educational sector</li> <li>• Knowledge of employment legislation</li> <li>• Knowledge of HR processes and best practice</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to be pro-active and work under own initiative.</li> <li>• Have a strong customer service focus with a can do and helpful attitude.</li> <li>• Adaptable to the demands and challenges of supporting more than one person within a geographically dispersed team</li> <li>• Ability to work in a team</li> <li>• Suitability for promoting and safeguarding the welfare of children and young people</li> <li>• Able to promote inclusion and equal opportunities</li> <li>• Able to organise, lead and motivate other staff</li> <li>• Ability to exercise judgement and discretion.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working in HR administration.</li> <li>• Experience of dealing with people at various management levels</li> <li>• Experience of working independently</li> <li>• Experience of organising and minuting meetings</li> <li>• Commitment to own professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in HR administration within an educational setting.</li> <li>• Experience of working with Trade Unions</li> </ul>

### Terms and Conditions

The employer for this post is Derby Diocesan Academy Trust

The post will be based in Church House, Derby, but may be required to work at any other centre where DDAT business is conducted

This post requires the ability to travel and work directly with academies in the Trust.

An Enhanced DBS is required for this post.