



Job Title	HR/Payroll Assistant
Grade	Band 3
Reports to	Head of HR
Liaison with	School Leaders/Office Team Leads/Head of HR/Academy Personnel
Job Purpose	To provide a quality HR service in alignment with formal CIPD practice in addition to Trust policies and procedures.
Principal Accountabilities	<p>To champion Trust employees in HR delivery and practice.</p> <p>To maintain a high standard of HR administration in compliance with the Trusts' HR Policies and Procedures.</p> <p>To administer payroll to ensure timely data input pertaining to pay, sickness absence, maternity and pension.</p>
Duties	<p>Recruitment</p> <ul style="list-style-type: none"> • Responsible for recruitment across all academies and Trust, in accordance with the Trust Recruitment Policy and Procedure. Liaise with the Academy Headteachers and Office Team Leaders. • Creating and preparing vacancy advertisements internally and externally. • Manage and update a central file for SEAT Job Descriptions and Person Specifications. • Shortlist applicants ensuring compliance with safer recruitment and ranking pertaining to position. • Communicate with Academy Headteachers and key stakeholders for review and agreement. • Invitation to interview process; prepare interview packs; interview questions, tasks and schedules. <p>Safer Recruitment</p> <ul style="list-style-type: none"> • HR Inductions for new staff in accordance with the safer recruitment process, compiling new joiner, offer packs and induction packs. • To ensure on-boarding administration is completed within the required timeline; to include references, medical clearance and processing of DBS application. • Manage and monitor the Educare online training system. This includes setting up logins for new staff members ensuring completion of training in line with the Trust's safer recruitment. • To oversee the development and maintenance of the Single Central Record for existing staff in all Academies and the Trust. • Creating and maintaining essential information including references and DBS data, ensuring accurate data capture.

Payroll

- To oversee payroll data input to ensure deadlines are met for sickness absence, statutory leave, maternity, pensions, leavers – following internal administration procedures HR1 to HR5.
- Responding to staff payroll queries.

Staff Absence

- Ensure staff absence is recorded accurately on Edupay and ScholarPack, in accordance with the required timeline on a monthly basis - working with Office Team Leaders across all academies.
- Produce monthly staff absence analysis for aggregate half termly management information for senior management and director reporting.

Management Information

- Take responsibility for the Workforce Census yearly, ensure that all data is accurate and comprehensive, working with the Head of HR to ensure the required deadline for submission is achieved.
- Collating data analysis in all areas as required for management reporting.
- Effective communication with the Office Team Leaders, in reference to both in-house and external training courses, updating and maintaining the training log.

General HR

- Manage and prioritise workloads on a daily basis to ensure the smooth running of the HR Office in accordance with the Head of HR and HR calendars.
- Ensure all HR enquiries are processed accordingly.
- Ensure a high standard of effective HR support is provided across the Trust and academies at all times.
- Support the department in various secretarial duties; Initial offer letters, change of hour's letters, annual salary statements and staff contracts as required.
- Maintain and update personnel files and ScholarPack for staff ensuring accurate and current information, including setting up new staff members.
- Responsible for ensuring SEAT and HR Policies & Procedures are updated and current.
- To maintain confidentiality and Data Protection adherence at all times.
- To assist in the Data Protection action group, in development and subsequent maintenance of work flow logs in relation to GDPR requirements.

	<ul style="list-style-type: none"> • Ensuring Leavers are processed in line with procedures and guidelines, timelines are followed including the payroll process. • Provide support to the Head of HR in relation to case work as and when required, this includes confidential administration work. • To attend HR procedural meetings and take confidential minutes ensuring relevant points are captured to ensure case file integrity. • Work with the Head of HR to ensure staff contracts are accurate and current. • To maintain an up to date central log integral to the Leadership Academy programme. • Maintain the HR database and other HR record systems. • To provide support to the Head of HR as and when required.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The SEAT Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive, the post holder may be required by the Head of HR to carry out appropriate duties within the context of the job, skills and grade.</p>