



Job Outline

HR Assistant

Responsible to: Recruitment Officer
Salary Grade: Local Government Scale 3
Full time/Part time: 37 hours per week, 52 weeks per year

Job Purpose

To provide confidential and comprehensive administrative support to the HR team incorporating the whole recruitment process, maintaining Management Information Systems (MIS) and personnel files, and elements of the employee life cycle.

Special Features

The main office base of the post holder will be at our offices at Tendring Education Centre, Jaywick Lane, Clacton-on-Sea. The post holder may occasionally be required to travel to any of The Sigma Trust academies in order to fulfil the responsibilities of the role as needed.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- Support HR team colleagues in providing operational and general administrative support in all aspects of Human Resources.
- Support the Recruitment and HR Officers with the recruitment process across multiple academies, including: placing job advertisements, the collection of references, collection of all pre-employment forms and documents and ensuring all necessary checks, including safeguarding, visas, right to work and any other regulations, are carried out.
- Producing and issuing accurate documents such as contracts of employment for all staff, contractual changes, leaver letters and any other documents in a timely manner.
- Liaise with the Payroll team to ensure all relevant pay related changes are communicated in a timely manner.
- Work with the Recruitment and HR officers, and schools to ensure that all job descriptions and person specifications are up-to-date and saved to staff files.



- Support the Recruitment and HR Officers in ensuring that the Single Central Record for all staff is maintained, accurate and up-to-date.
- Provide the HR Link service for Sigma Central staff (recording leave of absence and sickness on Civica, filing return to work forms and performance management forms, supporting Central interviews).
- Assist with monthly data collation and input for audit purposes.
- Filing and retrieving documents from personal files as requested by schools.
- Completing staff information in relation to Occupational Health referrals as required.
- Copying, collating and issuing documents, filing and record keeping including maintaining accurate electronic personnel records
- Be a first point of contact for all HR and recruitment queries and provide a prompt, effective, efficient and flexible service to employees, managers and central staff.
- Ensure the smooth running of the HR Office by handling correspondence (internal mail, post, etc), dealing with telephone calls, and using initiative to direct school staff and Human Resources work to the most appropriate member of the central HR team.
- Operate within the approved HR and recruitment policies and procedures.
- Ensure compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018.
- Fully engage in, and contribute to, team meetings and the development of the HR function.

General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion with the Trust HR Manager and will be reviewed annually.