



## Job Outline

# HR Assistant

**Responsible to:** Recruitment Officer  
**Salary Grade:** Local Government Scale 3  
**Full time/Part time:** Up to 37 hours per week, 52 weeks per year, but will consider applications for those who can offer fewer hours/weeks

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

### Key Responsibilities

- Support the Recruitment and HR Officers with the recruitment process 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.
- Carry out HR and Recruitment administration across multiple academies, multi-phase, in accordance with the appropriate Trust policies and procedures.
- Support HR team colleagues in providing operational support in all aspects of Human Resources.
- Be available to school staff as a first point of call for all HR and recruitment queries.
- Provide a prompt, effective, efficient and flexible service to employees, managers and academies.
- Ensure the smooth running of the HR Office by handling correspondence (internal mail, post, etc) and using initiative to deal with telephone calls to direct school staff and Human Resources work to the most appropriate member of the central HR team.
- Ensure that the trust operates within the approved HR and recruitment policies and procedures.
- 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.
- Provide general administrative support including copying, collating and issuing documents, filing and record keeping including the maintain of electronic personnel records
- Liaise with the Payroll team to ensure all relevant pay related changes are communicated in a timely manner.
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- Work with the Recruitment and HR officers, and schools to ensure that all job descriptions and person specifications are up-to-date and stored on staff files.
- To support the Recruitment and HR Officers in ensuring that the Single Central Record for all staff is maintained, accurate and up-to-date.
- To provide clerical and administration support as required.
- To ensure compliance with the General Data Protection Regulations.
- Fully engage in, and contribute to, team meetings and the development of the HR function

#### **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.

#### **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.

**GREATER THAN THE SUM OF ITS PARTS**