The LETTA Trust
HR Assistant
Trust Central Services
Job Description

Salary grade: Scale 4 (points 7-10) - £ 29,412 - £30,771 Full time equivalent
Hours: 35 hours per week term time only

Contract type: Temporary 1 year fixed term

Responsible to: HR Manager

Purpose of the job

The HR Assistant will perform a range of human resource functions that will support the LETTA Trust's central operations.

Main duties & responsibilities

1. Assisting with general employee processes such as recruiting, vetting and assisting with interviews

2. Providing clerical and administrative support to the LETTA Trust's central operations, including letters, queries, file set up and management, producing/amending contracts etc.

3. To support operational HR processes, e.g. safer recruitment, organise interview tasks and schedules, timesheets, inductions, absence management, workforce census, as directed.

4. Compiling, organising and updating papers and digital records

5. Assist HR Manager with the up-keep of personnel and employment records on Access and digital personnel files.

6. Supporting HR related training programmes and workshops, such as induction activities and open events

7. Support the HR Manager with HR related projects (meetings, training, surveys) and take minutes

8. Deal with employee requests regarding human resources issues, rules, and regulations

9. Liaise with outside agencies and professional bodies on behalf of the Trust and ensure that messages, mail & memorandums are distributed efficiently

10. Maintain the organisation and general appearance of the office environment

General duties and responsibilities

1. Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination

2. To participate in the Trust's performance management scheme, ensuring that objectives are set & met within the agreed time-scale

3. To work between LETTA Trust schools as required, and expect to be working off-site on occasion

4. To attend all meetings and training required for the role

5. To work with leaders to meet the aims and objectives of the Trust

6. Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities

7. To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the Trust.

8. Undertake any professional duties commensurate with the grade of the post

Notes

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out

- The job description may be amended at any time in consultation with the post holder

Line manager's signature: **Date:**

Post holder's signature: **Date:**

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Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for shortlisting purposes & candidates will be selected entirely on the extent to which they meet the criteria.

1. GCSE Grade C/4 in English and mathematics, or equivalent

2. Experience of working within a school setting

3. Experience in HR administration and an understanding of HR processes

4. Excellent interpersonal skills

5. To be able to communicate well with diverse groups and develop and maintain positive relationships with all members of the school community and partners

6. To be able to prioritise tasks; have excellent time management and organisational skills

7. To be confident in the use of email, word processing, database programs and other administrative technology

8. The ability to work well in a team, to be tenacious and flexible

9. Knowledge and understanding of and commitment to inclusion

10. To understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities and Health & Safety

11. To demonstrate a commitment to the success of pupils and staff across the LETTA Trust and partner schools