

Job Title	HR Assistant		
Location	Bidwell Brook School		
Reporting to	HR Manager		
Post Number	386	Grade	D
Directorate/Section	CYPS		
Effective date of JD	September 2020	JE Job Number	

Job Purpose including main duties and responsibilities:

To assist the HR Manager by providing specialist HR admin support on a daily basis and deal with general HR queries. Record and report staff absence, identify absence trigger points, schedule meetings. Produce HR correspondence, maintain accurate records and personnel files. Assist in the recruitment process including recruitment administration and the induction of new staff. Record and report staff training activity and book training courses. Maintain and update databases, collate data and produce reports.

You will be expected to manage changes in priorities, sometimes at short notice, in order to achieve deadlines but will be able to call on guidance from the HR Manager to resolve high incidences of workload.

Main duties and responsibilities:

Staff Absence

- Record staff absences daily and record absences on SIMS database and iTrent;
- Assist with completion of return to work interviews;
- Identify and advise the HR Manager where absence trigger points are met;
- Produce reports and absence related information;
- File and maintain confidential absence information.

Recruitment

- Assist in the recruitment process, advertise vacancies, respond to enquiries, organise interviews and assist on recruitment days;
- Produce recruitment correspondence including new starter paperwork such as contracts and offer letters and employment references;
- Arrange completion of DBS checks and employment health questionnaires.

Staff Training

- Record staff training on SIMS database;
- Produce monthly and termly reports on training activity;
- Help organise training events for the federation;
- Organise refresher training for staff;
- Source specific training courses for staff.

General HR Admin

- Maintain and update payroll information such as changes to contract, new starters and leavers and complete subsequent paperwork;
- Manage databases (SIMS and iTrent) and ensure all information kept up to date;
- File and maintain confidential records;

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- Ensure probation period reviews and appraisals are conducted in a timely manner;
- Arrange meetings;
- Review and update school documents for the school and the federation e.g. staff handbook;
- Create reports using SIMS on a monthly and termly basis;
- Communicate with the school community face to face and via email, newsletters and letters;
- Organise activities, events and meetings;
- Take notes and/or minutes of meetings;
- Produce general correspondence;
- May be required to cover reception in the event of staff absence;
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, and staff code of conduct, and report all concerns to an appropriate person;
- Contribute to the overall ethos, work and aims of the school;
- Appreciate and support the role of other professionals;
- Participate in regular training sessions, courses, and other learning activities and performance development, as required.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> ◦ Experience of working in a busy and pressurised office environment managing multiple tasks with changing priorities 	<ul style="list-style-type: none"> ◦ Experience of working in a HR role 	<ul style="list-style-type: none"> ◦ Application Form/ Demonstrate knowledge at Interview
Practical Skills	<ul style="list-style-type: none"> ◦ Experience of communicating with different people and departments, problem solving, multi-tasking, excellent computer skills and telephone skills. 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Application Form and interview
Communication	<ul style="list-style-type: none"> ◦ Excellent communication skills with ability to adjust communication for audience ◦ Confidence in dealing with a variety of different people ◦ Ability to show empathy ◦ Excellent written communication required 	<ul style="list-style-type: none"> ◦ Working knowledge of SIMS and SIMS reporting ◦ Experience of iTrent 	<ul style="list-style-type: none"> ◦ Application Form, interview and Test
Technology / IT Skills/	<ul style="list-style-type: none"> ◦ Good working knowledge of MS Office applications: Word, Excel and Outlook. 	<ul style="list-style-type: none"> ◦ Experience of using HR Databases and designing reports 	<ul style="list-style-type: none"> ◦ Interview & Test
Education and Training	<ul style="list-style-type: none"> ◦ Good educational background including literacy and numeracy 	<ul style="list-style-type: none"> ◦ HR qualification e.g. Certificate in Personnel Practice 	<ul style="list-style-type: none"> ◦ Application Form

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Personal Qualities	<ul style="list-style-type: none"> ◦ Confident, unflappable and able to work on own initiative as well as in a team ◦ Pro-active and motivated ◦ Be able to plan ahead, prioritise and make decisions appropriately whilst considering the impact on others and in line with school policies 	◦	◦ Application Form and interview
Equal Opportunities	<ul style="list-style-type: none"> ◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 	◦	◦ Demonstrate knowledge at Interview
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 	◦	◦ OH1
Other relevant factors	<ul style="list-style-type: none"> ◦ Commit and conform to DCC Customer Service Standards 	◦	◦