

HENDON SCHOOL



JOB DESCRIPTION

Name:	HR Assistant
Salary:	SCP 11 - 14
Hours:	36 hours per week /Full Time
Accountable to:	HR Partner

Main purpose of the job:

The HR team is responsible for providing strategic and operational support to Hendon School through engagement with senior leaders, managing relationships with unions and providing a high-quality HR service to all stakeholders.

This role is customer focused, with a particular emphasis on HR supporting the recruitment process, managing HR data and compliance.

Key relationships:

This role will be part of Hendon School HR Team, working closely with other members of Hendon School professional support teams including Finance, IT and Facility as well as school-based colleagues.

Externally, the postholder will work with suppliers such as TES, recruitment agencies, our external payroll provider and occupational health.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.

Main accountabilities:

Recruitment and selection

- Provide a professional HR administration service, supporting school leadership and HR Partner with key recruitment tasks including coordination of shortlisting packs, coordination of invitations to interview etc.
- Ensure pre-interview checks (references) are completed and any concerns are identified and raised with the recruitment lead and HR Partner as appropriate
- Process staff appointment documentation for successful candidates, including offer letters, contracts of employment.
- Ensure pre-employment checks (DBS, medical etc.) are conducted in a timely manner to support schools in bringing staff on board in line with the specified timeframe, alerting the HR Partner to any potential issues which may delay the process

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- Prepare Staff packs for new starters including creating staff badges etc
- Timely creation and maintenance of staff records to support the HR Partner and IT colleagues in setting up access for systems
- Maintenance of staff files and documentation
- To work closely with the School's Professional Tutor regarding student placements and ensuring relevant safeguarding checks are in place.

Support for formal HR processes

- Provide administrative support at formal meetings
- Utilise templates to produce a range of HR letters such as invitations to interview, confirmation of holiday entitlement, confirmation of maternity or paternity leave and the attendance management process
- Support with A/L queries and send reminders to staff as necessary
- Support with probationary packs to line managers & monitor

Data and reporting

- To support the development and continuous improvement of the HR system, ensuring consistent data is held for all staff
- Enter all sickness and absence records in HR database. Monitor sickness taken proactively against individual sickness entitlements to identify changes in payment in a timely manner
- Support with absence record keeping and generate reports for individual employees according to Absence Policy
- To support with the maintenance of the Single Central Record (SCR Tracker), liaising with colleagues to ensure key data is recorded and kept up to date
- To support the HR Partner in preparing reports and data
- To support the completion of statutory returns, running reports and preparing data for analysis and consolidation
- To support the development of HR processes and ensure compliance with Standard Operating Procedures (SOPs), identifying and implementing improvements
- Process changes to staff employment details on Hendon School systems as directed by the HR Partner
- To ensure compliance with data management processes, managing the archive and data destruction process in a timely manner
- To support school teams with record management, scanning documents to file to reduce paper files

Other:

- Photocopying/Scanning
- Maintain daily both the HR and Vacancies inboxes
- Telephones duties ensuring messages are recorded correctly
- Order stationary for HR function

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- Order flowers etc as requested by the Headteacher
- Distribute HR post as necessary

All employees in Hendon School expected to:

- Support the vision, values and objectives of Hendon School and demonstrate a collaborative, team working approach to school and Hendon's School improvement
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all School policies including the Health and Safety Policy, Equality Policy and GDPR Policy
- Effectively represent the School when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend school events as required and make a positive contribution during such events
- Carry out duties other than those listed in the job description under the direction of the Headteacher where the post holder has appropriate qualifications and has received appropriate training

Hendon School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
A formal HR qualification and membership of a professional body such as CIPD	Desirable	Application
Knowledge and Experience		
Demonstrate the ability to implement and maintain high quality administrative services to customers, ideally in the Education sector	Essential	Application
Sound knowledge and understanding of key HR processes	Essential	Application, Interview
Demonstrates exacting standards and high levels of attention to detail and accuracy, working in a systematic, methodical and orderly way	Essential	Interview, Selection Task
High level of competency in using software applications to be able to enter	Essential	Application,

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and retrieve information including the ability to confidently use Office 365		Interview
Knowledge of educational statutory guidance documents, such as Keeping Children Safe in Education and safer recruitment requirements	Desirable	Application, Interview
Experience of using HR or school systems such as SIMS, Access to manage staff records	Desirable	Application
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders, Ability to build effective relationships with stakeholders including managers, colleagues and external suppliers	Essential	Interview
To be flexible and able to adapt and prioritise appropriately, Excellent time management and organisation skills, demonstrates the ability to meet deadlines and prioritise work when under pressure	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview
A commitment to safeguarding children and safer recruitment	Essential	Application, interview
The ability to manage highly confidential material in an appropriately sensitive way	Essential	Application, interview

I acknowledge that I have seen, understood and received a copy of the job description.

SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE: