

Capel Manor College

HR Assistant

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	HR Assistant
Scale	Business and Learning Support
Grade	Scale 4 Point 15-18
Responsible to	Head of Human Resources
Location	Enfield with occasional travel to other College campuses
Contract	Full-time, Permanent

Key Responsibilities:

The key responsibility of the HR Assistant is to provide HR administrative support to key stakeholders including Capel Manor College staff, managers and senior leaders, HR colleagues and the Head of HR. The HR Assistant will be responsible for a range of HR activities to ensure that an effective and efficient HR service is provided.

Responsibilities:

1. Support the recruitment and selection process, including processing staffing requests from hiring managers, assisting in the creation of job descriptions, placing all agreed adverts on relevant job boards, managing recruitment enquiries from candidates, arranging shortlisting and interviews, acting as the HR representative on interview panels, and communicating with successful and unsuccessful candidates
2. Supporting the employee on-boarding experience, ensuring that pre-employment checks such as obtaining references, confirming right to work and processing medical clearance and Disclosure and Barring Service checks are organised in a timely way
3. Supporting the new starter induction process and ensuring that new starters are welcomed to the College
4. Maintain the Single Central Register ensuring compliance with Keeping Children Safe in Education guidance
5. Respond to reference requests for current and former Capel Manor College employees
6. Provide answers to general HR enquiries to personal callers to the HR office, on the telephone and to queries in the Human Resources email inbox, seeking advice from HR colleagues and line manager where required
7. Provide information to managers and staff about the College's general conditions of service and employment practices (such as annual leave, sick pay entitlement, special leave, pay arrangements and pay scales)
8. Ensure that staff personnel files are maintained and kept up-to-date including conducting routine filing
9. Setting up new starters on the College's HR system and issuing offer letters and contracts of employment
10. Supporting staff development processes, including ensuring that CPD undertaken by staff is added onto the HR system, monitoring mandatory training compliance, monitoring teaching staff qualification levels, tracking First Aid and Fire Warden training, booking training for staff and ensuring that training agreements are signed and assisting with the organisation of staff CPD days.
11. Produce regular reports for the Head of Human Resources on completion rates for statutory training, attainment rates of Teaching Qualifications and English and Maths.
12. Assist with the processing of HR invoices through the College's procurement system

13. Contribute to the maintenance of the HR/Payroll system by collecting, inputting and retrieving data
14. To assist with the supply of statistical and administrative information, data and reports
15. Take notes at meetings where required
16. Support the sickness absence management process, including monitoring sickness levels, organising meetings with staff and managers, attending meetings as a HR representative and drafting outcome letters
17. Provide administrative support to the Head of HR, the Senior HR Adviser and the HR and Payroll Advisers as required
18. Provide cover and assistance across the service as necessary, ensuring that the HR office is open and accessible at all times
19. Draft routine correspondence including emails and letters
20. Dealing with leavers and ensuring that staff exits are processed
21. Travel to other College campuses to ensure that HR support is provided across the College
22. Maintain confidentiality at all times

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- A CIPD Level 3 qualification (or studying to achieve this) or above is preferred, but is not essential
- Evidence of continuous professional development

Experience

- Experience of working in an HR environment is preferred, but not essential
- Administrative experience
- Experience working in a recruitment role either as an in-house recruiter or within a recruitment agency is desirable
- Experience working in a customer facing role and providing an excellent service

Skills, Abilities and Knowledge

- An understanding of the role of HR within an organisation
- The ability to develop positive working relationships with individuals at all levels
- The ability to communicate effectively orally and in writing
- The ability to organise own workload in a methodical and organised way
- The ability to draft standard emails and letters

- Ability to work accurately and to meet deadlines
- Excellent attention to detail
- Good numeracy skills
- The ability to work effectively as part of a team, supporting others as required
- The ability to deal with difficult issues in a sensitive and confidential way
- Competence in the use of computerised information systems and other appropriate technology. Knowledge of the Microsoft Office suite including: Word, Excel and Outlook
- A proactive and enthusiastic attitude to work
- A keen interest in working in HR and how the HR function can add value to an organisation

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required