

Job Description

Post:	HR Assistant
Salary Grade:	Band 7
Responsible to:	Head of Human Resources and Organisational Development
Responsible for:	

Key Purpose

1	The post holder will report directly to the Head of Human Resources to provide a proactive, high quality and cost-effective HR service to the College in line with HR policy, procedures and best practice. To work flexibly and collaboratively with other colleagues in the HR team.
2	To provide efficient and confidential HR support, demonstrating a high level of professionalism and confidentiality at all times and prioritising tasks to meet competing deadlines.
3	To work in line with the HR strategy and the College's strategic aims delivering a full range of HR activities with a focus on Staff Development, Absence and Recruitment.

Duties & Responsibilities

A	To undertake all generalist HR duties relating to Staff Development, Absence and Recruitment.
B	To and act as 'first point of contact' to managers and staff for HR related matters.
C	To support and assist HR colleagues on a range of HR projects and initiatives.
D	To undertake all operational HR processing relating to Absence, Staff Development, Recruitment, Payroll and Contractual matters, and act as 'first point of contact' to managers and staff for other HR related matters.
E	To be responsible for keeping the Single Central Record up to date.
F	To maintain accurate and efficient electronic and paper filing systems, be responsible for 'records management' including archiving, ensuring all college processes and systems function effectively
G	To maintain and provide statistical and management information and produce reports, such as reports on the impact and evaluation of staff development and other HR activities.
H	To raise purchase orders and reconcile invoices on the EBIS Finance system in accordance with college financial procedures.
I	To ensure recruitment processes are conducted appropriately, by publishing internal and external advertisements on the College website, checking application forms, shortlisting and preparing relevant application packs ensuring compliance with Equal Opportunities legislation.

Duties & Responsibilities

J	To ensure that all necessary pre-employment checks are complete and conform with current employment legislation, including List 99 checks, Right to Work and DBS Risk assessments. Ensuring that DBS checks are undertaken in accordance with the DBS Code of Practice.
K	To prepare leaver documents.
L	To be responsible for coordinating agency cover needs, including ensuring that all agency staff have had the relevant safer recruitment checks, and that the information is maintained and stored correctly.
M	To ensure that our payroll provider is informed of necessary instructions and in accordance with strict monthly deadlines.
N	To ensure annual leave, maternity, paternity and adoption cases are recorded and processed effectively and that employees are kept fully informed of their entitlements.
O	To carry out other duties as requested that are commensurate with the level of post.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	5 GCSEs Grade C or above (or equivalent) to include Maths and English.	Application / Certificate	a	Recognised HR Qualification.	Application / Certificate
Professional Development	2	Evidence of ongoing Commitment to professional development.	Application			
Experience	3	Experience of working in a busy customer service focused environment.	Application/ Interview	b	Experience of working in HR within the FE Sector.	Application/ Interview
	4	Experience of using IT software and packages including Microsoft Word, Outlook, Excel and PowerPoint packages.	Application/ Interview	c	Experience of carry out a variety of HR processes including absence, staff development, recruitment, contracts and contractual changes and other generalist HR processes.	
	6	Experience at dealing with people at various management levels both internally and externally to the organisation.	Application/ Interview	d	Experience of using HR software and packages.	
	7	Experience of collating information from a variety of sources and producing reports.	Application/ Interview			
Knowledge	8	Awareness of Safeguarding and DBS processes and procedures.	Application/ Interview	e	Knowledge of best practice in specific HR areas (Recruitment and Selection, Staff Development, Absence Management).	Application/ Interview
			Application/ Interview	f	Knowledge of Sixth Form College Pay terms and conditions of service.	Application/ Interview

Person Specification

	Essential			Desirable		
Skills/ Qualities	9	Excellent communication skills (written and oral).	Application/ Interview			
	10	Excellent organising and planning Skills.	Application/ Interview			
	11	Good attention to detail.	Application/ Interview			
	12	Ability to work on own initiative.	Interview			
	13	Ability to act diplomatically, professionally and with discretion, maintaining confidentiality at all times.	Interview			
	14	Ability to work under pressure whilst maintaining accuracy and meeting deadlines.	Application/ Interview			
Other	15	A commitment to the College's ethos, value and objectives.	Application/ Interview	g	Hold a current full UK Driving Licence.	
	16	Demonstration of proactive support for equality, diversity and inclusivity.	Application/ Interview			
	17	A commitment to safeguarding and promoting the welfare of learners.	Application/ Interview			
	18	DBS check acceptable to college will be undertaken for successful application.	Appointment			

