

Job Description

Job Title:	HR Assistant
FTE:	Full time 52 Weeks (including statutory holiday to be taken by arrangement in school holiday time)
Purpose of Post:	Supporting the HR team across the Trust
Reports To:	HR Director
Location:	Trust HQ in Edgware

The Role

Avanti Services Limited supports the Avanti Schools Trust which is a fast-growing Multi Academy Trust currently running five schools based in London and a sixth in the midlands. We also have two further schools approved for opening. All Avanti schools provide pupils with an outstanding education rooted in the inclusive and distinctive Avanti Schools ethos of educational excellence, character development and spiritual insight. This role will be based in the Trust Head Office and will be supporting the HR team.

Key Responsibilities

- Support HR administration across the Trust.
- Supporting the HR Director in the discharge of their role.
- Maintain employee personal files in an orderly, secure and confidential manner, ensuring files are kept up to date and in line with data protection requirements.
- Process information onto the HR database, to include staff details and changes, staff qualifications, leavers, absence recording, staff training, overtime, etc.
- Support the HR Director in ensuring the efficient running of recruitment and selection processes by liaising with advertising agency, placing job adverts and responding to candidate queries.
- Maintain accurate electronic and paper records of the recruitment and selection process and ensure completion of each individual's file.
- Accurately processing and recording all employee screening checks, such as DBS and barred list clearance requests, references, identity checks, right to work in UK and proof of qualifications, prior to any employee commencing work. Where checks are outstanding to bring these to the attention of the HR Director as soon as possible.
- Monitor the placement of agency staff, volunteers and contractors, etc, and ensure the completion of the relevant documentation and that appropriate screening checks are carried out.

- Under the direction of the HR Director ensure that all data held on the School's Single Central Register is accurate and up to date.
- Assist in the preparation of the monthly payroll.
- Monitor the completion of return to work interview documentation, record absences for payroll purposes and produce reports as required. Ensure the receipt of medical certificates where appropriate and advise payroll accordingly.
- Send out probationary review forms to line managers for their new starters. Monitor the return of probation forms and follow up with line managers where these are not completed, referring on to Finance Director as needed.
- Support the administration of the annual appraisal process for staff.
- Be a first point of contact for staff queries about routine employment matters, referring more complex issues to the HR Director as appropriate.
- Prepare and issue conditional offer letters and employment contracts. Compose general correspondence and process standard HR documents and letters. When contract issuance is in-housed, to assist in the preparation of contracts of employment.
- Ensure that all leavers' documentation is completed and that relevant personnel are informed (for example IT, School office, Facilities, and payroll).
- Produce a list of starters and leavers on a regular basis for relevant staff.
- To arrange exit interviews.
- Completing returns to external agencies (e.g. workforce census) for review by the HR Director.
- To provide bespoke reports to assist the HR Director.
- To thoroughly understand the HR handbook.
- To assist the HR Director with general administrative tasks as and when required.
- Commitment to the Equal Opportunities & Safeguarding Policies and the welfare of children and young people.
- To deliver and undertake training and professional development as appropriate.
- To actively engage in the appraisal and professional development process.
- To undertake such other duties as may be required which are commensurate with the job and grade.
- This job description may be amended at any time after consultation with you.

Person Specification

	Essential	Desirable
GCSE Maths and English or equivalent	X	
Educated to "A Level or equivalent	X	
Certificate in HR Practice (or can demonstrate equivalent HR knowledge base gained via work experience in a school)		X
Meticulous attention to detail	X	
Previous experience and understanding of recruitment and selection administration and other generalist HR processes		X
Able to work effectively on own initiative and within limits of own professional boundaries and knowledge	X	
A good understanding of the principles of Safer Recruitment and Equality and Diversity as relevant to the needs of the post		X
Experienced in prioritising varied and conflicting work demands and able to work under pressure	X	
Excellent written and oral communication skills	X	
Approachable and confident in dealing with a wide variety of people	X	
Very competent in the use of SIMS HR and in particular Excel and Word	X	
Good understanding and experience of using databases	X	
Is discreet and respects confidentiality	X	
Excellent organisation and time management skills	X	

***If appointed, the successful candidate will be required to produce evidence of their qualifications.**

Applying

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Avanti Services Limited is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks.

We welcome applications from all ages, gender, background and from candidates with disabilities.

The closing date for receipt of applications is **Friday 2nd February 2018**.

Application forms can be downloaded at www.avanti.org.uk/careers and must be submitted by the closing date above to careers@avanti.org.uk once fully completed. The successful candidate will be required to sign the application declaration on appointment.

Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.

NOTE: The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the line manager or nominated representative in consultation with the post-holder to reflect the changing needs of the Trust.