

## **Job Description**

### **HR Assistant**

Reporting to the School Business Manager, your main purpose is to provide a HR administration and query support service to the school.

Responsibilities:

- Ensure that all employee information, whether on IT systems (i.e. the Hampshire County Council Integrated Business Centre and the schools Management Information System) or paper, is accurately recorded, updated and analysed to provide a high quality HR service to the school and timely management information to the School Business Manager.
- Support the organisation of recruitment activities for the school, including placing recruitment adverts, responsibility for ensuring the completion of pre-employment checks, and preparation and issue of contractual and payroll information.
- Production of the school staff handbook, ensuring it is kept up to date and distributed to staff in the school.
- Production and issue of the Teacher & Support Staff Performance Management (PM) documents. Monitor to ensure that reviews are completed to agreed timescales and where necessary alerting the Line Manager and Senior Leader of outstanding reviews to be chased.
- Book training courses that are approved by the Senior Leadership Team and keep an up to date spreadsheet of training completed as well as when renewals are required. Alert School Business Manager in advance of when courses are due.
- Update the schools HR policies, as directed by the School Business Manager.
- Deal with general HR enquires from staff, ensuring that complex HR casework is passed to the School Business Manager.
- Production of job descriptions following new employee starts and also following role reviews.
- Issue of Teachers annual pay statements.
- Support the new staff Induction process, ensuring that key policies are provided and acknowledged.
- Production of letters to employees regarding alterations to contracts and general HR casework.
- Support staff as required, being approachable whilst paying particular attention to confidentiality and equality.