

**Job Title** Personnel Assistant

**Responsible to** Recruitment Coordinator

**Job Purpose** To provide administrative support for the Personnel function, including payroll

### **Main Responsibilities**

Administration for staff recruitment, including:

- receiving and acknowledging applications
- maintenance of records/files on all vacancies
- inputting details on database
- updating the Single Central Record
- liaising with managers re interview dates
- inviting candidates to interview
- requesting and chasing references
- arranging interview programmes, liaising with managers, staff and candidates re activities and lesson observations.
- setting up interview packs/catering arrangements etc.
- meeting candidates, photocopying qualifications, getting signatures for on-line applications
- using templates to produce documentation

Assisting with the inputting of payroll claims and other payroll administrative tasks

Conducting onboarding inductions for new staff

Administration of professional review system, checking receipt and chasing outstanding reviews.

General office duties such as opening and sorting post, word-processing letters/documents and filing, scanning and photocopying

Dealing with external and internal queries in person, phone and email

Assisting with administration in the department and other areas if necessary and by agreement with the Director

Prioritising the safeguarding of all students and participating in training on safeguarding matters

Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not

Other duties as may reasonably requested by the Principal

Carolyn Godrich  
Director of Personnel  
May 2025

**Post: Personnel Assistant**

Category	Essential	Desirable	Ascertained by
<b>Qualifications</b>	Good pass at English and Maths GCSE or equivalent, or relevant experience	CIPD or CIPP	Application form & certificates at interview
<b>Experience</b>	Working in a team.  Desire to work in a Personnel (HR) team, with a flexible, can-do attitude	Experience working in recruitment, HR and/or Payroll including using an online HR or payroll system  Experience of working in an educational setting.	Application form, certificates and interview with activity
<b>Additional Skills and Abilities</b>	Excellent attention to detail, with a high level of accuracy in written work (letters, emails, spreadsheets etc)  Excellent IT skills  Positive & approachable  Team player  Well organised with highly developed prioritisation skills, ability to prioritise own workload and work to tight deadlines  Ability to stay calm under pressure within a busy department  Excellent communication skills – written and verbal  Understand and respect sensitivity of HR information and employee records and ensure confidentiality of all written and verbal communication.  Commitment to ensuring equal opportunities for young people and safeguarding their welfare	Having a completer/finisher mindset  Good working knowledge of MS Office, especially Outlook, Word and Excel.	Application form, certificates and interview with activity