

Viking Academy Trust



Job Description & Person Specification

Position: HR Assistant

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher:

Date:

Viking Academy Trust

JOB DESCRIPTION: HR Assistant

"Empower children through education: One Childhood One Chance"

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Viking Academy Trust Base School:	CENTRAL TEAM ROLE
Job Title:	HR Assistant
Line Manager:	HR Director
Hours worked:	27 hours - 42 weeks per year. Term-time plus 5 x INSET days & 10 additional days.

Purpose of job:

The HR Assistant will support the HR Director in administering an efficient, professional and effective Trust-wide HR service to all Viking employees ensuring timely responses to employee queries and ensuring information that feeds into the Payroll function is accurate and up to date.

Principle Responsibilities

- Effectively provide administrative support for the Trust's Human Resources Function under the direction of the HR Director
- Place advertisements for vacancies in the relevant places. This will also include being responsible for designing advertisements for internal vacancies.
- Be responsible for ensuring the completion of all new starter paperwork in line with the VAT Safer Recruitment Policy and Keeping Children Safe in Education (2022) following the New Starter Checklist.
- To assist the HR Director in the creation and administration of staff contracts including appointments, contractual variations and terminations.
- Co-ordinate the induction of new Viking employees and ensure appropriate staff mentors are assigned to support them.

- Carry out DBS checks for new staff and volunteers and have responsibility for maintaining all single central records pertaining to schools within the Trust to ensure up-to-date information is being held by the schools at all times in line with the DBS Code of Practice.
- Regularly audit HR files (including electronic records) to ensure compliance including adherence to GDPR.
- Maintain and update our confidential electronic HR records and upload electronic copies of documents to Bromcom.
- Provide administrative support during the annual salary review process.
- Provide regular staff absence reports to Trust Leadership Team.
- Assist the HR Director and HOSs with absence management.
- Ensure that return-to-work forms are sent to staff returning to work after an absence.
- Manage staff records such as staff sickness spreadsheet.
- Answer and deal with day-to-day inquiries (both internal and external) in a timely and efficient manner.
- Ensure that probationary periods are suitably diarised and ensure confirmation letters are produced once probationary reviews have been undertaken by line managers.
- Support the preparation of documentation for internally promoted staff.
- Produce exit documents for leavers, arranging exit interviews where necessary.
- Assisting with other HR projects where required.
- Maintain an up-to-date awareness of current employment law and HR best practice.
- Carry out regular filing.
- Support the HR Director during their Trust Safeguarding Lead responsibilities such as creating documents and guidance for staff.
- Create HR posters/marketing

SAFEGUARDING RESPONSIBILITIES

- Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play.
- It is your duty to report any concerns you have about a child's welfare. If you do have concerns you should follow our child protection policy and speak to our designated safeguarding lead (or deputy).
- Safeguarding training will be provided prior to the commencement of your employment.

OTHER RESPONSIBILITIES

- Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.
- To maintain the highest standards of confidentiality at all times.*
- Any other task - as requested by the Trust Leadership Team and which shall be deemed to fall within the general boundaries of the post*

PERFORMANCE MANAGEMENT

To attend regular staff meetings with the HR Director and to participate in the school's annual performance review procedure.

**NB Under no circumstances should staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All inquiries concerning pupils should be directed to the Head of School.*

***This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.*

*The Viking Academy Trust is committed to safeguarding and promoting the care and welfare of children and expects **all staff and volunteers** to share this commitment. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS)*

Reviewed and amended December 2022



VIKING ACADEMY TRUST

Executive Headteacher: Mrs Michaela Lewis B.Ed

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Person Specification	
Viking Academy Trust Base School:	Central Team Role
Job Title:	HR Assistant
Line Manager:	HR Director

Purpose of Role

The HR Assistant will support the HR Director in administering an efficient, professional and effective Trust-wide HR service to all Viking employees ensuring timely responses to employee queries and ensuring information that feeds into the Payroll function is accurate and up to date.

Selection criteria – all are essential	
Education	<ul style="list-style-type: none"> CIPD qualification or willingness/ability to study or other recognised HR qualification.
Experience	<ul style="list-style-type: none"> Previous Administrator experience, used to working with limited support. Experience of note taking and record-keeping ability
Skills and Personal Qualities	<ul style="list-style-type: none"> An interest in continual professional development to ensure that HR practice and skills is up to date. Ability to manage time effectively, organise and prioritise personal workload, working efficiently under pressure High level of IT literacy including the use of Microsoft Outlook and other Microsoft applications Excellent communication and listening skills Good keyboard skills High levels of attention to detail and accuracy Ability to deal confidently with inquiries Desire to provide an excellent service to all stakeholders Ability to work under pressure Understand procedures and legislation relating to confidentiality Can do attitude Able to respond effectively to changing priorities Willingness to accept responsibility Able to show intuition and initiative Calm and positive disposition Self-motivated and enthusiastic Good problem-solving ability

	<ul style="list-style-type: none">• Able to work flexibly• Excellent communication and writing skills; to achieve effective communication; to maintain confidentiality; to liaise with a wide range of internal and external contacts• Excellent interpersonal skills; building strong working relationships with the rest of the team to ensure co-ordination and consistency of messages• Ability to be innovative and develop new solutions; being able to think outside the box and effectively plan ahead• To be a positive and self-motivated team player
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This position is subject to an enhanced DBS check in the event of a successful application