



HR ASSISTANT  
VALLEY INVICTA ACADEMIES TRUST



JOB DESCRIPTION	
Job Title	HR Assistant
Grade	VIAT 5 (£24,887 to £26,520 FTE)
School / Department	VIAT Business Centre
Base	School of Science and Technology
Hours	8am – 4pm
Reports to	Melody Beer - HR Manager
Accountable to	Lynne Russell - Business Manager

## Job Summary

To support the HR function across a range of areas with the focus on employee relations and the associated HR processes.

## Key Working Relationships

- Business Centre Staff
- Business Manager
- Headteachers
- Teachers
- Associate/support staff

## Key Responsibilities

- Assist with the day-to-day operations of the HR department.
- Responding to HR queries from employees and Headteachers/Senior Leaders in a timely manner, referring more complex matters to the HR Manager.
- Undertake a range of HR administrative duties, including writing to individual employees regarding queries and requests.
- Ensure HR Systems are maintained and updated and assist in the processing and filing of electronic and paper-based documents.
- Support the HR Manager on projects and processes to enhance employee relations and employee welfare.
- Working with the HR Manager to ensure schools are compliant with HR and recruitment processes.
- Assist with general administration including notetaking in relevant meetings such as disciplinary and grievance meetings.
- Supporting the administration of the online Learning Management System.
- Support the HR Manager in absence management processes, including tracking employee absences, identifying patterns, conducting absence review meetings.
- Provide guidance and support to Headteachers and employees on absence-related issues, including sick leave entitlements, company policies, and return-to-work arrangements.

- Act as a point of contact for low-level employee relations issues, such as minor conflicts or performance concerns, and escalate more complex cases to the HR Manager as appropriate in accordance with organisational policies and procedures.
- Assist in managing family leave requests, including flexible working and maternity leave.
- Working with the HR Manager to ensure schools are compliant with employment law and Trust processes.
- Assisting other members of the HR team during busy periods, such as recruitment and data input.
- To perform other duties as may be required by the HR Manager.

## **Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## **Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## **Statement**

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education GCSE English C or above)</li> <li>• A commitment to continuing personal professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Education to A Level standard</li> <li>• CIPD level 3</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous HR Assistant experience</li> <li>• Employee relations</li> <li>• Experience of working with computerised HR systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using databases</li> <li>• Working in education HR</li> <li>• Working with unions</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Familiar with HR processes</li> <li>• An understanding of basic employment law, regulations and best practice</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of teachers and support staff terms and conditions</li> <li>• Knowledge and awareness of safer recruitment practices</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• A good level of computer skills. Familiarity with Microsoft applications, including word, excel, outlook</li> <li>• Effective organisational skills</li> <li>• Team working and interpersonal skills</li> <li>• Good attention to detail</li> <li>• Excellent oral and written communication skills</li> <li>• Ability to form working relationships with people at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Diplomacy and the ability to deal with situations that are stressful to others</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure.</li> <li>• A warm and welcoming manner</li> <li>• A positive approach to self-improvement</li> <li>• Helpful, empathetic and informative</li> </ul>	