



## Job Description: Cluster HR Assistant, Wye School and Chilmington Green School

### 1. ROLE TITLE

Job Title:	Cluster HR Assistant
Reporting Line:	Cluster HR Manager
Hours:	37.5 hours per week, term time only (0.86 FTE)
Salary:	£21,553.13 pro rata to the full-time equivalent salary of £24,978 pa

### 2. PURPOSE OF ROLE

- To support the Cluster HR Manager and Cluster Business Manager with Human Resources administration and ensure compliance with Safer Recruitment practices.

### 3. RESPONSIBILITIES

#### Recruitment

- Inputting of vacancies onto Applicant Tracking System
- Advertise vacancies on preferred websites (TES, Kent Teach, DfE).
- Arranging informal visits as required.
- Obtain references from applicants.
- Forward candidates to hiring managers and coordinate shortlisting of applicants with interview panel.
- Arrange interview slots and panels, ensuring appointments run smoothly on the day.
- Collating scoring matrices from interview panel.
- Confirming interview outcomes and feedback if requested.

#### On-boarding

- Inputting of new starter information onto HR system.
- Photocopying and checking of required documentation for pre-employment checks, ensuring they meet statutory requirements
- Where necessary, completion of risk assessments for Barred List and Overseas checks.
- Ensure new employees have completed all mandatory inductions.
- Tracking of probation reviews for new joiners.





#### Employee Admin

- Processing leaver admin, ensuring employees are off-boarded correctly.
- Inputting overtime and misc payments on HR system to ensure employees are paid correctly.
- Supporting the Cluster HR Manager with minute taking in employee relations cases.
- Update and maintain employee files, including scanning, photocopying, filing and archiving in line with UL retention policy.
- Oversee the HR inbox queries and raise to the Cluster HR Manager as required.

#### Absence Management

- Inputting of staff absence information onto HR system and trackers, ensuring all self / medical certification and leave request forms are submitted.
- Supporting the Cluster HR Manager with the organisation of absence management meetings.

#### Training Returns

- Tracking return of signed training forms, including annual staff-student letter, plus other in-house surveys etc. where required.

#### Other Admin

- Act as First Aider and Fire Warden.
- Maintain compliance within the school's data protection regulations in all administrative processes.
- Support and encourage the school's ethos and its objectives, policies and procedures.

Any other duties required, commensurate with the responsibility and level of this post. These duties will be reviewed annually.

### **3. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**

- Ability to act with discretion and maintain confidentiality at all times.
- Previous administrative or office experience essential, preferably in a school environment.
- Excellent planning and organisation skills with the ability to juggle multiple demands.
- Excellent written and spoken communication skills.
- Proficiency with Office 365 including MS Teams.

