



HR ASSISTANT

SALARY: £20,350

PER ANNUM

PRO RATA SALARY £8,140

PERMANENT, PART TIME

16 HOURS PER WEEK

(MONDAY – THURSDAY

9 AM – 12:15 PM

FRIDAY 9AM – 12 PM)

TO START: OCTOBER 2020

HR ASSISTANT

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with 460 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

This is an exciting opportunity to join our team. We are looking for a part time HR Assistant to assist with all day-to-day HR administration working closely with the HR Manager. The ideal candidate will have previous experience in a similar role, a good knowledge of employment practices, excellent IT and communication skills and be able to prioritise a busy and varied workload.

Experience in a school setting is highly desirable. SIMS (Management Information System) experience would be an advantage.

Application form is available on the school website: www.stmichaels.kent.sch.uk/vacancy/

If you believe you have the skills and commitment to make a difference, then please apply using the non-teaching application form and submit with a covering letter in word or pdf format to:

Mrs Kim d'Albertanson, HR Manager at recruitment@stmichaels.kent.sch.uk

APPLICATION DEADLINE: Thursday 8th October at midday

INTERVIEW DATE: Week commencing 12th October 2020

JOB DESCRIPTION

REPORTING TO:	HR Manager Director of Finance and Operations (DFO) Head Teacher
Hours:	Part time 16 hours per week, all year round
Holidays:	11 days (pro rata to 28 days) , to be taken during school closure periods

PURPOSE OF JOB:

To provide a first-class support and administration service to the HR Manager and St Michael's Staff while assisting with all HR processes and procedures throughout the School. This will include recruitment, interview preparation, induction, employee relations, training, performance development and absence processing. The successful candidate will be responsible for the compliant appointment of Contractors, Governors, Volunteers, Activity Providers and Work Experience Students as well as assisting with administration relating to Staff recruitment. He/she will be able to establish priorities, work independently and without direct supervision on all routine matters. He/she would ensure we are fully compliant with Safer Recruitment best practice and that the correct information is passed to the HR Manager to ensure that the Single Central Register (SCR) is fully accurate and up to date. He/she will have the ability to multitask and provide great support to a busy HR department. He/she will need to spend time working at both Prep and Pre-Prep and be available to provide support where it is required on recruitment, HR processes and staffing matters.

RESPONSIBILITIES

Compliance

- To ensure correct information is passed to the HR Manager to update the Single Central Register (SCR) ensuring it is fully compliant with ISI regulations and current legislation.
- To assist with all aspects of DBS Disclosures and background checks, ensuring immediate submissions, tracking and notifying the HR Manager when obtained.
- To obtain written references in a timely manner and monitor the prompt return of all references.
- To assist with production and sending contracts, Service Provision Agreements, and letters of appointment, as well as terms and conditions for new employees, Contractors, Activity Providers, Volunteers, Governors and Work Experience Students (Liaising with students' schools for appropriate paperwork for work experience).
- To assist with maintaining staff records on the SIMS database ensuring it is accurate and fully up to date including joiners and leavers, absence and training, producing reports as requested.
- To assist with maintaining joiners and leavers lists, liaising with payroll.



- To maintain up-to-date training records for all staff, ensuring staff have received relevant training (safeguarding, Prevent, first aid, manual handling etc.) and that it is renewed before expiry.

Recruitment & Induction

- To assist with the administration for new employees, including liaising with relevant Line Manager to ensure full induction of new staff, issuing them with relevant starter information including staff and employments handbooks and ensuring all documentation is on their personnel file.
- To assist with administration of recruitment processes, including drafting and placing advertisements, dealing with telephone enquiries from prospective applicants, organising and scheduling interviews, including arranging lesson observations and tours.
- To assist with maintaining a recruitment spreadsheet of applications and prepare a file for shortlisting panel.
- To meet and assist with the induction of new support staff as required.

Performance Development

- To assist with tracking of the progress of the Performance Development process, ensuring it keeps to the planned timetabled cycle.

Absence Management

- Processing staff absence forms and alerting the HR Manager of any Bradford Factor triggers, preparing appropriate paperwork for meetings and assisting to provide advice to Line Managers.
- Assist with the smooth administration of medical and occupational health appointments, ensuring all the necessary information is provided and requested.
- To assist with administration of maternity / paternity leave and liaise with payroll.

Reporting & Analysis

- To assist with provision of HR reports as required by the Staffing and Remuneration Committee of the Governing Body.
- To assist with production of relevant reports for Head, DFO and Governors as required.

Other Duties include:

- Keeping the staff personnel files up to date, filing paperwork at least weekly.
- Attendance and taking minutes at disciplinary/grievance meetings including home visits.
- Assist with re-issuing Employment Handbook to all staff when amendments have been made.
- Assisting with producing letters advising annual salary increases and other ad hoc admin.
- Assist with monitoring and administration of probationary periods, liaising with the relevant Line Manager regarding employment or extending probationary period if necessary.
- In conjunction with the HR Manager to be available to all staff for confidential consultation recommending appropriate action / or liaising with HR Manager on it.
- Monitoring annual leave entitlement liaising with Line Managers as required.
- Assist to update relevant policies in response to changes in law and regulations.
- Assist with conducting exit interviews with all staff and maintaining a spreadsheet for Governors.
- First Aid when required.
- Any other duties required to assist the HR Manager.

PERSON SPECIFICATION

Qualifications and Experience

- Committed to the aims and ethos of St Michael's Prep School.
- Relevant HR experience (highly desirable).
- Previous experience working in a school (desirable).
- Experience of SIMS (highly desirable).
- Training in safe recruitment practice would be beneficial (this can be facilitated by the school if not held).
- experience of working in an educational environment.
- Technical skills and experience in the advanced use of Microsoft Office applications (Outlook, Word, Excel, Publisher & Power Point) for document production to high standard.
- The successful candidate should be conversant with GDPR practices and responsibilities.

Personal Attributes

- Self-motivated and able to use initiative to forward plan in order to meet deadlines.
- Ability to maintain confidentiality with sensitive and confidential information.
- Highly developed organisational and multi-tasking skills.
- Excellent written and verbal communication skills and high standards of grammar.
- Attention to detail, accuracy, and great time management.
- Strong interpersonal skills with the ability to demonstrate a confident and effective rapport with all staff, being assertive where necessary.
- Sound judgment and problem-solving capabilities.

TRAINING:

The HR Assistant may be required to undergo training relevant to the responsibilities above or related functions. Such training may be residential. The cost of this training and reasonable expenses (which must be approved in advance by the DFO) will be borne by the School.

The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

Our staff need to be:

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players

- computer literate
- resilient
- First Aid qualified (this can be facilitated by the school if not already held)

Our staff need to have:

- a warm and encouraging manner
- energy
- commitment
- patience and diplomacy
- a love of learning, challenge and personal development
- an enhanced DBS disclosure (facilitated by school unless current DBS is on the Update Service)
- the ability to form and maintain suitable relationships and personal boundaries with children
- the strength to work with challenging behaviours
- a sense of humour

*We welcome applications regardless of age, gender, sexual orientation, disability, ethnicity or religion.
Your current or last employer will be asked for a reference and will be contacted prior to interview.
Verification of right to work, and qualifications will be required at interview.*

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.