

**THE DECUS EDUCATIONAL TRUST**  
**JOB DESCRIPTION: HUMAN RESOURCES ASSISTANT**

**Reporting Structure**

This position reports to the Trust's HR Manager (HRM).

Most day-to-day working interaction is with the HRM, the Headteachers, their PAs, the Director of Support Services (DSS) and Shared Service Leads.

**Job Purpose**

- To support the HR Manager in providing HR services and support to the schools within the Trust

**Main Aspects of the Job**

- Support the HRM in maintaining each School's Single Central Register
- Prepare adverts and application packs for vacancies within the schools  
Log application forms and prepare rejection letters
- Request references for interview candidates
- Administration of candidate interview days
- In liaison with Headteacher and DSS/prepare offer letters for new recruits
- Work with external HR advisors to prepare contracts for new joiners
- Administer enhanced DBS checks for new staff, and periodic renewals as appropriate; ensure that adult volunteers have appropriate DBS check where required
- Prepare and maintain personal files for all staff
- Maintain personnel section of the Management Information System (currently SIMS) up to date with changes in employment contracts and personal details
- Maintain sickness/personal absence and training records in SIMS
- Prepare letters to staff for contractual matters (salary/working time revisions, benefit package revisions, etc) for signature by Headteachers
- Support the HRM in the administration of the annual salary review processes for teaching staff and non-teaching staff
- Support the HRM in the preparation of the School Workforce Census at each school as required
- Administer the Benenden Healthcare scheme
- Support senior leaders in process meetings (e.g. disciplinary, capability, sickness review) as required (e.g. attending / note taking / letter drafting)  
Other administrative activities as reasonably requested by the HRM or DSS

## Person Specification

### Qualifications:

- GCSE English and Maths Level 5

### Skills & Experience:

#### Essential:

- A high standard of numeracy and literacy
- Excellent organisational skills
- An ability to meet deadlines and work at a detailed level
- Proficient IT skills, especially in use of Google applications
- Able to use own initiative to address issues as they arise

#### Desirable:

- Experience of an HR setting, including working knowledge of staff contracts, HR policies, employment law and educational personnel issues
- Working knowledge of SIMS

### Personal Qualities:

#### Essential:

- Highly professional and able to co-operate with colleagues at many levels
- Sensitivity, flexibility, adaptability and confidentiality
- A capacity for hard work and an ability to work under pressure
- Commitment to the Trust, its schools, students, staff, parents and Governors
- A commitment to continuing professional development
- Commitment to personal professional development

December, 2021