

### **HR Assistant – Job Description**

<b>Job Title:</b>	Human Resources Assistant
<b>Reporting to:</b>	Director of Operations and Communications
<b>Location:</b>	The Gatwick School
<b>Type of position:</b>	Permanent – 32 hours – term time (39 weeks) plus 2 weeks during the holidays A flexible working pattern can be negotiated.
<b>Grade:</b>	WSSC plus fringe Scale 6: salary point 9 - 12

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### **Job Description**

#### **Role purpose**

- To provide comprehensive and effective HR administration to ensure matters are managed appropriately and in accordance with Aurora Academies Trust (Trust) practices and procedures
  - To provide HR administration support to line managers, to enable them to create high performing teams
  - To promote the school as a top employer to recruit and retain talented staff
  - To deal with HR Queries from line managers and staff
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#### **Co-ordinate and administer the school's recruitment processes**

- Be the point of contact at TGS for recruitment queries, and liaise with the Senior Leadership Team (SLT) and other line managers regarding recruitment activity
- Maintain, update and develop the human resources elements of the school website, including but not limited to vacancies and staffing lists
- Ensure induction programmes are set up and completed for all new starters

#### **Administer and monitor HR processes and procedures**

- Ensure all school management information systems relating to staff (e.g. database, payroll, training, SCR, school systems, etc) are accurate, maintained in a timely manner and kept confidential
- Ensure all staff files are produced and saved in accordance with procedures
- Monitor the human resources school email account, responding or escalating as necessary
- Oversee staff absence monitoring in liaison with the Director of Operations and Communications and Headteacher, ensuring procedures are followed in accordance with the Trust Employment Manual
- Provide assistance in the absence of the Cover Manager or as required, to book agency supply staff and liaise with any supply staff to ensure they have all class/school information required to complete their tasks to a satisfactory level and in line with Safeguarding Compliance
- Administer and co-ordinate the appraisal processes to ensure all documents are completed and stored in the appropriate locations
- Collate and upload the monthly payroll information to the management system and review payslips to ensure the information is accurate and up to date, coordinating where necessary with internal or external payroll related suppliers and providers

23 Gatwick Road, Crawley, West Sussex, RH10 9TP

Telephone: 01293 538779      Email: [info@thegatwickschool.org.uk](mailto:info@thegatwickschool.org.uk)

Aurora Academies Trust

A company limited by guarantee registered in England and Wales with company number 08107711

Glenleigh Park Primary Academy, Gunter's Lane, Bexhill on Sea, East Sussex TN39 4ED

- Proactively resolve any payroll queries with support from the Director of Operations and Communications and Trust HR Manager
- Issue annual salary statements and action annual increases, where relevant
- Generate and distribute reports as required from the school management information system
- Support SLT with the administration of employment relations processes, e.g. grievances, disciplinaries etc.

### **Single Central Record (SCR)**

- Process and ensure that DBS checks for student teachers, volunteers and supply staff are carried out in line with current safeguarding procedures, recording information as necessary and verifying documents
- Liaising with the school Reception team and meeting hosts to ensure all visitors are made aware of the DBS/ID checks in advance
- Maintain and update the school's single central record

### **Policies**

- Ensure the administration of the policy register to ensure that all HR related policies (Trust and school) are current and up to date and published in accordance with statutory requirements
- Liaise with the Director of Operations and Communications and Trust HR Manager to ensure policies and procedures are implemented and followed in accordance with the Trust guidelines
- Share the Trust employment manual and any policy/procedure updates with staff

### **Training and Personal Development:**

- Develop links with other organisations and networks, as well as within the Trust, to provide opportunities for staff personal development disseminating the information across the school/trust as appropriate to promote the school as a top employer to recruit and retain talented staff
- Identify training needs across the staff population, book courses and facilitate training, as required
- Maintain and regularly update the school's Management Information System to record all staff training

### **Promoting the school as a top employer**

- To develop links with other organisations and networks, as well as within the Trust, to enhance the profile of the school as an employer, and to provide opportunities for staff personal development
- Attending events which support the development of initiatives and the promotion of the school
- Create a talent pool or potential applicants to develop a highly skilled and motivated workforce
- Coordination of school events in liaison with SLT, the Extended Leadership Team and other post holders
- Arranging and setting up refreshments for school meetings/events, as and when required
- Meeting and greeting visitors

### **General Administration:**

- Take minutes for meetings as required
- Deal with internal and external queries and complaints courteously and professionally
- Show flexibility in undertaking a range of ad hoc organisational or administrative tasks as required
- Provide cover for the School Reception from time to time, during lunch breaks or periods of absence
- Collate and issue the weekly internal staff bulletin
- Produce and issue internal staff letters

### **Self-Development**

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the Trust
- Improve own practice, including through observation, evaluation and discussion with colleagues

### **Legislative and Procedural Compliance**

- Maintain confidentiality on all Trust matters at all times

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- Follow all legislation and best practice relevant to your role
- Follow all Aurora Academies Trust policies, procedures and guidelines

### **Safeguarding and Child Protection**

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
  - All staff must comply with the schools' Safeguarding Policies
  - If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
  - It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
  - A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)
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The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

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## Person Specification

Aspect	Requirement	Essential	Desirable	Assessment
Qualification	A good level of education - to at least GCSE level 4 in English and Mathematics, or equivalent	X		Application Form
	Holds HR/business qualification		X	
	Educated to degree level		X	
Experience	Experience of working in HR administration	X		
	Experience of providing administration support to multiple staff		X	
	Experience of working in the education sector		X	
	Experience of maintaining websites, business administration software and online platforms		X	
Skills and Abilities	Highly computer literate, with strong capability in Microsoft 365 and HR information systems	X		Application Form
	Ability to communicate effectively using standard English in verbal and written form	X		
	Keen eye for detail, with an ability to produce work of a high standard of quality and accuracy	X		
	Ability to work in an organised and methodical manner	X		Supporting Statement
	Ability to manage workload, work flexibly and independently with minimum supervision	X		
	Good communication skills and the ability to maintain a professional demeanour at all times	X		Interview
	Ability to promote the importance of procedure adherence	X		
	Willingness to learn from others and to both seek and take advice	X		
	Ability to proactively engage with a range of internal and external partners and networks	X		
Attributes	Warm, friendly and professional manner	X		Interview
	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	X		
Other Requirements	Commitment to the vision and values of the trust and a desire to do the best for the children we serve	X		Application Form
	Ability to maintain confidentiality on all school matters	X		
	Willingness to participate in further training and development opportunities offered by Aurora Academies Trust	X		
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of Aurora Academies Trust	X		Supporting Statement
	A commitment to Aurora Academies Trust vision, values and ethos	X		Interview

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