



Job Description

HR Assistant

NJC Scale 8-12

20 Hours per week/Term time only plus 1 week (INSET)

Job Purpose

To support the HR Manager with the processing of HR administration to ensure accurate personnel records are created and maintained for all employees and casual workers on the school's management information systems.

To support effective recruitment processes through the completion of recruitment and interview administration.

To be responsible for the timely processing of new starters, leavers and casual workers HR/payroll system as well as the processing of monthly payroll data including ad hoc claims and other contractual changes.

Main Duties and Responsibilities

HR Administration

- Administer the recruitment process to include posting job adverts, completing reference requests and administration for interview arrangements.
- Preparing offer letters, contracts of employment for review by HR Manager
- Update and maintain HR/Payroll Records to include new starter and leaver information, as well as electronic filing systems as required
- Collating information required for safer recruitment checks
- Maintaining car driver documents & annual checks
- Assisting with ad-hoc HR administration tasks as directed by the HR Manager
- Record staff absence data on HR/Payroll systems
- To input new starter and leaver details onto the payroll portal (Dataplan) within the published deadlines
- To ensure all staff claims received by the last working day of the month are authorised by budget holders and posted to the Dataplan portal in line with the published timetable
- To ensure all pay amendments, including sick leave, are processed in line within Dataplan published timetable
- To upload information regarding maternity leave, paternity leave, adoption leave etc
- Importing and exporting payroll data as required

Line Management

- N/A

Qualifications/Experience

- A good general standard of education, including Maths and English at GCSE or equivalent
- HR related qualification (desirable)

- Excellent communication skills
- Experience and understanding of HR processes and payroll processing
- Good working knowledge of Microsoft applications (365, Word and Excel)
- Methodical and thorough approach to work with attention to detail and ability to prioritise workloads
- Ability to work to deadlines
- Ability to handle confidential information securely

Supervision Received

HR Manager

Principal Contacts

HR Manager, Finance and Operations Manager, Teaching and Support Staff, Parents, Payroll Provider

Equal Opportunities

Equal opportunity is the right of everyone to equal chances and each individual is respected for who they are regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties vary from time to time without changing the general character of the post 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.

Date: April 2025