



Job Description **HR Assistant, Monitoring and Compliance**

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People and requires all staff and volunteers to share this commitment.

Responsible to	Designated HR Colleague
Grade	4 £19,698 - £23,080 per annum
Hours	37 hours per week all year round, applications on a flexible basis welcome
Location	Based at Barr's Hill School or Keresley Newland Primary Academy with a requirement to travel to undertake work at or for academies within the Trust

Job Purpose

To work as part of the Trust's Central HR Team, to deliver an efficient, effective and professional service to meet the needs of Schools across the Trust, and ensure that the HR function delivers compliance and best practice whilst facilitating the achievement of educational objectives.

Duties and responsibilities

- Implement and help to develop administrative processes, procedures and systems to ensure compliance with School and Trust policies and procedures and statutory requirements, including but not limited to those in respect of safeguarding, employment and data protection.
- Assist Schools to maintain administrative systems for the tracking and monitoring of HR processes and employee information, including in relation to sickness absence, all types of leave of absence, probation, fixed term contracts, performance management and training, ensuring that they are accurate and up to date and that data is collated and available centrally.
- Record and interrogate data, producing reports and statistical information as required.
- Alert the HR Team to any issues identified from tracking and monitoring activity, and liaise with colleagues and managers to obtain relevant information.
- Provide a reception service to the HR Team by acting as the first point of contact, responding to or referring enquiries to colleagues as appropriate.
- Develop and maintain a working knowledge of School and Trust HR policies and procedures, keeping up to date with changes and communicating them to managers when responding to their questions.
- Assist managers to carry out their people management responsibilities by signposting relevant policies and procedures, providing guidance in respect of procedural requirements and employee entitlements, and liaising with managers to arrange meetings and hearings as required.
- Assist in ensuring that the HR section of staff portals and shared areas are up to date with current policies, procedures and information for staff.



- Report any safeguarding concerns in accordance with School and Trust safeguarding policies and procedures.
- Develop and maintain a working knowledge of relevant terms and conditions of employment.
- Respond to questions from employees as appropriate.
- Assist in recording equality monitoring data and oversee the collection and collation of data for the Trust, to help the Trust to meet its equality objectives and secure compliance with the Public Sector Equality Duty.
- Co-ordinate the Trust's annual staff data collection exercise and input relevant data.
- Assist colleagues to process the annual School Workforce Census, adhering to DfE requirements and guidance, and ensuring that Schools are aware of and have applied any SIMS updates required during the course of the year.
- Ensure that both electronic and hard copy personnel files are updated, maintained and stored securely in accordance with the Data Protection Act.
- Undertake data input for payroll purposes, ensuring that transactional processing is carried out to meet deadlines; liaising with colleagues in finance and the Trust's payroll provider as required.
- Take accurate notes at meetings and hearings, ensuring that they are circulated in accordance with the relevant timescales.
- Produce letters as required, using and adapting templates provided or where necessary drafting basic letters.
- Produce copies of materials including those required for induction, training, meetings and hearings.
- Assist with recruitment administration including the processing of safer recruitment checks in accordance with statutory requirements.
- Work with colleagues to support schools to maintain compliant and up to date Single Central Records with respect to pre-employment safeguarding checks and safeguarding training.

Line management

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of HR Assistant are up to date.
- Maintain or work towards membership/ associate membership of the CIPD and utilise the Professional Map.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



- Request advice, guidance and assistance from the HR colleagues to undertake any aspects of the role as required.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they



come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all School premises and those where School services are provided.

This job description is not exhaustive. It reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: C Bayliss HR Director

Date: January 2022