****

|  |  |
| --- | --- |
| **Post Title** | HR Assistant Based at The Old Deanery, Cathedral Close, Hereford HR1 2NG |
| **Salary Point(s)** | £9.69-£10.28 per hour depending on experience |
| **Hours/Weeks** | 15- 20 hours per week (ideally Tuesday – Thursday), Some flexibility will be required |

|  |
| --- |
| **Purpose of this Job Description:**Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance. |

|  |
| --- |
| **The** **Organisation:**Hereford Cathedral School is one of the UK’s leading independent co-educational day and boarding schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre. **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**Further information from <http://www.herefordcs.com> |

|  |
| --- |
| **Reporting Lines:**The post holder reports to the HR Manager |

|  |
| --- |
| **Accountabilities:**To work closely with the HR Manager to provide a professional and high quality and compliant HR service |

|  |
| --- |
| **Key accountabilities, duties and responsibilities:** **Recruitment** * Support the HR Manager in the recruitment of all academic and support staff, self-employed workers and volunteers across the School
* Place vacancy advertisements and respond to communications from candidates.
* Ensure the school’s website provides accurate information on school vacancies and that relevant documents on the vacancies page are up to date by liaising with the Website Coordinator
* Track applications, prepare shortlisting packs and invite candidates for interview
* Send reference requests and make verification calls to referees.
* Support Line Managers with producing interview programmes
* Distribute interview schedules to all staff involved.
* Make any necessary arrangements for candidates such as school tours, lunches, accommodation and reimbursement of agreed expenses as appropriate.
* Prepare the interview room, greet candidates, check and photocopy ID and other documents and oversee any tasks.
* Send successful candidates Disclosure and Barring Service (DBS) information, check ID and verify ID on the online DBS system.
* Contract issuing and induction for new staff.

**Employee Records** * Support the HR Manager in ensuring the ‘Single Central Register of Staff’, is kept up to date at all times.
* Ensure that employee records are accurate and updated when required.
* Update electronic and paper staff files.
* General filing and office duties.
* Ensure that all records are kept in line with GDPR requirements

**Operational HR** * Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner.
* Support with salary reviews, performance management, maternity, paternity and adoption leave.
* Absence management.
* Collate information for monthly payroll e.g. changes to terms and conditions, sick pay, overtime.
* Deal with incoming email, post and other paperwork
* Assist with the administration of starters, leavers and variations to terms and conditions.
* Keep details of probationary reviews and appraisals, contacting line managers to ensure that all processes are completed and signed off appropriately.
* Take minutes during meetings as required.
* Calculate annual leave and working days in. Distribute leave cards and oversee annual leave throughout the year.
 |

|  |
| --- |
| **Safeguarding and Protection of Children and Young Persons:****In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).****These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.** |

|  |
| --- |
| **Health and Safety:**As an employee you are expected to:1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy
 |

|  |
| --- |
| **Person Specification** |
| **Essential Criteria** | **Desirable Criteria** |
| **Qualification** | Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent)CIPD level 3 or higher qualification  | Further CIPD or evidence of professional development |
| **Experience and Knowledge** | Experience of working in a generalist HR support roleExperience of working with strict compliance guidelinesExperience of collating information for a complex payroll Experience of undertaking pre-employment checksManaging and maintaining databasesDeveloping relationships with internal and external stakeholdersPrevious experience working within a busy office environment | Experience of working within an education environment or in a similar role |
| **Skills/Abilities** | Good knowledge of Microsoft Office applications, including Word and Excel.Excellent organisational and time management skills Able to prioritise, multi-task and keep calm under pressure Excellent verbal and written communication skills particularly in the drafting of correspondence, formal letters and responding to queries.Able to work on own initiative, or as part of a team |  |
| **Aptitude** | Natural ‘can do’ attitude; a team playerUnderstand and respect sensitivity of HR information and employee records and ensure confidentiality of all written and verbal communications.Motivated, positive and enthusiastic with a confident, polite mannerPunctual and good time-keeper |  |
| **Circumstances** | Able to work flexibly when required |  |
| **Safeguarding Children, Young People and Vulnerable Adults** | Understands their role in the context of safeguarding children, young people and vulnerable adultsAbility to form and maintain appropriate relationships and personal boundaries with children and young people |  |
| **Equal Opportunities** | Understanding of the requirements of Equality and Diversity |  |

|  |
| --- |
| **Declaration**I have received a copy of this job description and undertake to carry out the duties as described.Employee Signature ……………………………………………….. Date ………………….Print name ……………………………………………………………………………..………….. |