

**\*\* NEW JOB\*\*** A primary school is seeking an HR Assistant. Paying £30,000 and based in Battersea. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: HR Assistant

Location: Battersea

Salary: £30,000

**The HR Assistant will be responsible for:**

- The day to day management and leadership of the front of house admin staff, directing workflows effectively to meet the needs of the school and senior team. This may include coordinating the office staff under the direction of the School Business Manager
- Creating a positive and “can do” team culture.
- Maintaining and developing the school's management information system – administrative and personnel.
- The delivery of accurate and timely administrative services and functions to the Headteacher, School Business Manager, governing body of the school, parents and carers, and other key stakeholders.

**Key Tasks:**

- To be responsible for the confidential handling of all the school's personnel information and matters.
- To process all documentation required for teaching and non-teaching staff appointments, retirements, resignations or changes. Monitor and coordinate the advertising, recruitment and selection process.
- To ensure Disclosure and Barring Service checks are carried out as is necessary for all new recruits and existing staff, where necessary.
- To carry out induction interviews and tours of the school when required.
- To maintain staff attendance information and submit timely monthly returns to the business manager for Payroll purposes.
- To administer occupational health referrals, staff grievances and sensitive issues in a discrete and professional manner.
- To maintain records of staff annual leave and sickness absence.

- To support the School Business Manager with all HR matters including correspondence, preparation and attendance at meetings, referrals, recruitment and performance management
- To collate and maintain a record of staff emergency contact details both manually and computerised.
- To identify and arrange training used within the department To have responsibility for the medical room, pupil medication and welfare policy and procedures.

## **KNOWLEDGE/SKILLS**

- Effective use of ICT packages e.g. Microsoft Office, particularly Word and Excel and relevant equipment/resources.
- Ability to deal sensitively with children, staff, parents, carers and visitors.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to work under pressure and to deadlines.
- Be able to carry out the duties required professionally and with confidentiality.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school.