



# Inspire

ACADEMY  
MOVEMENT

## HR ASSISTANT

### Job Description

**Salary:** KR4 (FTE £22,071 Pro Rata £10,524.78 – increasing to FTE £23,337 in September 2024, Pro rata £11,128.48)

**Working Hours:** 20 hours per week including inset days, term time only plus one week

**Days and hours can be flexible for the right candidate**

Reports to: HR Manager

We are looking to appoint a positive, professional, proactive HR Assistant to join our growing central team, who will play a vital part in ensuring the smooth operation of the Trusts HR department.

The successful applicant will have:

- A basic understanding of HR principles and practice: Basic knowledge of HR policies, and employee relations along with the discretion and confidentiality that is required.
- Learning agility: Adapting to new policies, procedures, and technologies
- Excellent interpersonal, organisational and accuracy skills
- Knowledge of Iris Dataplan Payroll and Every HR advantageous but not essential as full training will be given

Key duties and responsibilities:

1. Assist with the day to day operations of the HR function, working closely with the HR Manager
  2. Support with advertising vacancies and monitoring applications
  3. Process new starters, sending offer letters, undertake pre-employment checks, Right to Work, DBS checks, seek references and Occupational Health questionnaires
  4. Prepare and maintain all personnel files in line with Trust policy
  5. Update Single Central register ensuring accuracy
  6. Log absences in a timely manner on the payroll system
  7. Process medical fit note certificates
  8. Input additional hours and mileage claims
  9. Process leavers and ensure process if followed
  10. Issue online training to staff
  11. Respond to generic HR queries and enquiries in a timely manner, referring more complex matters to the HR Manager
  12. Carry out other duties as may be reasonably required by the HR Manager/CEO
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