

Pickwick Academy Trust



Job Description

Job Title:	HR & Recruitment Assistant
Working Pattern:	Part-time, permanent
Salary:	Grade F9 – F11, £20903 - £22183 pro rata, per annum, dependent on experience (actual salary £9428 - £10005 per annum).
Working Hours:	20 Hours per week, 9.30am – 1.30pm, Monday to Friday. Working 38 weeks a year (term time only, excluding TD days).
Main Job Purpose :	To provide comprehensive HR administration and support to the HR Officer, and manage the recruitment cycle across all aspects of HR for Pickwick Academy Trust. This is a challenging role and the successful applicant will be required to build upon and develop the existing recruitment processes and procedures.

Main Duties	
The jobholder will:	
1.	Ensure all administration linked to the HR department is up to date on a day-to-day basis.
2.	Administer the day-to-day activities in the recruitment process, ensuring the Trust complies with Safer Recruitment practices.
3.	Develop and maintain the Trust's recruitment drive held on SharePoint.

4.	Be the point of contact for applicants and recruiting managers.
5.	Compile advertisements, job descriptions and person specifications, being mindful of diversity and inclusions and employment law in relation to discrimination (including positive discrimination).
6.	Upon authorisation from the Head, the jobholder will place the advertisement on Wiltshire Bulletin, Indeed, Eteach and GOV.UK where applicable, ensuring accuracy and will diarise the closing date. The jobholder will email the advertisement and supporting documents listed in the Recruitment Pack to the recruiting school to add to their website.
7.	Manage and maintain the recruitment Inbox.
8.	Collate all application forms and add them to SharePoint. The jobholder will invite the Recruiting Manager / Head to view the relevant application forms on SharePoint.
9.	Invite the shortlisted applicants to interview.
10.	Request 2 professional references prior to interview for external candidates and one professional reference for an internal candidate.
11.	Contact the applicants who were unsuccessful via email.
12.	Compile and send the offer letter, contract and new starter forms to the successful candidate. Complete the HR section of the New Employee Checklist and send the relevant paperwork to the recruiting school, providing advice on induction and probation reviews.
13.	Provide advice and guidance on HR policy and process queries; attend and take accurate notes at employment meetings as required.
14.	Provide administrative and HR advice and support for ad-hoc HR letters and projects, as and when required.
15.	Liaise with the HR Consultant on HR issues, where required, and support the HR Officer with the introduction of new legislation/change in HR practices.
16.	Complete general filing and administration.
17.	Diarise the 6 month date and destroy all recruitment information after the 6 month maximum deadline, following the Trust's procedures.
18.	Have an awareness and understanding of Trust policies and procedures relevant to the HR role.
19.	Be responsible for updating the HR Management Information System for all members of the PAT central team.

Supervision and Management

The jobholder has no regular responsibility for supervising staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The jobholder works within a general framework of recognised procedures but will develop systems to improve process.

Key Contacts And Relationships

The jobholder will report to the HR Officer.

Business Director, Finance Director and employees based in the Pickwick Academy Trust Office (based at Corsham Primary School).

Leadership Team & Line Managers across the Trust – in providing general HR administration, advice & support.

All employees – in providing first point of contact for all employee queries of a HR nature.

HR Consultant.

External third parties – first point of contact for third parties in relation to contact for HR queries and recruitment.

Resources

Generally the jobholder is required to use resources with care, but is not personally accountable for their security.

Working Environment

The job is subject to interruption particularly from the telephone/staff, although this does not normally significantly change the overall work programme for the jobholder.

The majority of the work is performed using ICT.

As HR issues arise the person appointed will be expected to work on several issues concurrently.

There is occasional background noise.

The jobholder is in contact with staff and external contacts.

Due to the nature of the work, confidentiality must be maintained at all times.

OTHER:

The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by The Academy Trust, that we may request you to work from an alternative location, this may include travelling to other Pickwick Academy Trust schools, as may reasonably be required for the performance of your duties in line with operational requirements. You also agree to travel on school/Trust business as required for the performance of your duties. This will require business travel on your personal car insurance.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....