

Job Description

Post:	HR Senior Assistant
Salary Grade:	Band 6
Responsible to:	Head of Human Resources

Key Purpose

The post holder will report directly to the Head of Human Resources to provide a proactive, high quality and cost-effective HR service to the College in line with HR policy, procedures and best practice. To work flexibly and collaboratively with other colleagues in the HR team.

To supervise and co-ordinate the work of the HR Assistants.

Duties & Responsibilities

A	To participate in key College processes as required.
B	To act at all times in accordance with college policies e.g., Health and Safety and Equality & Diversity.
C	To work flexibly in the interests of the College as required.
D	To participate in performance reviews and to undertake Staff Development activities as appropriate.
E	To be responsible for promoting the safeguarding and welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.
F	To be responsible for supervising and coordinating the work of the HR Assistants.
G	To work in conjunction with the HR Manager to identify and implement process streamlining and system improvements.
H	To support and assist HR colleagues on a range of HR projects and initiatives.



I	To undertake all operational HR processing relating to Absence, Staff Development, Recruitment, instructions to Payroll and Contractual matters, and act as 'first point of contact' to managers and staff for other HR related matters.
J	To be responsible for keeping the Single Central Record up to date.
K	To develop and maintain accurate and efficient electronic and paper filing systems, be responsible for 'records management' including archiving, ensuring all college processes and systems function effectively
L	To maintain and provide statistical and management information and produce reports, such as reports on the impact and evaluation of staff development and other HR activities.
M	To raise purchase orders and reconcile invoices on the EBIS Finance system in accordance with College financial procedures.
N	To ensure recruitment processes are conducted appropriately, by developing job descriptions, designing and publishing internal and external advertisements on the College website, checking application forms, shortlisting and preparing relevant application packs ensuring compliance with Equal Opportunities legislation.
O	To ensure that all necessary pre-employment checks are complete and conform with current employment legislation, including List 99 checks, Right to Work and DBS Risk assessments. Ensuring that DBS checks are undertaken in accordance with the DBS Code of Practice.
P	To oversee the preparation of contracts of employment and contract amendments for existing staff, and preparation of leaver documents
Q	To be responsible for coordinating agency cover needs, including ensuring that all agency staff have had a DBS check and that the information is maintained and stored correctly.
R	To ensure that payroll is informed of necessary instructions and in accordance with strict monthly deadlines and audit all employees eligible for annual pay progression.
S	To support the HR Business Partners and managers in managing sickness absence by keeping them informed on the progress of employees on long term sickness absence and monitor RTW completion rates. To prepare and issue relevant paperwork inclusive of welfare letters, half pay notification letters, and process occupational health referrals in a timely manner.
T	To ensure annual leave, maternity, paternity and adoption cases are recorded and processed effectively and that employees are kept fully informed of their entitlements.



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To carry out other duties as requested that are commensurate with the level of post.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

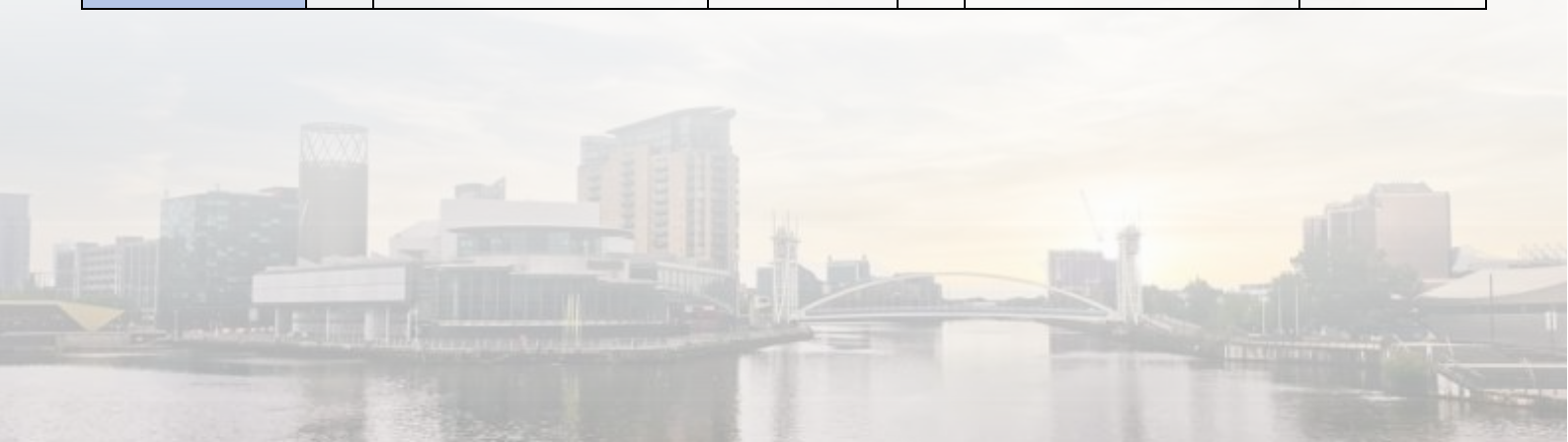
Name of the line manager:



Person Specification

	Essential			Desirable		
Qualification	1	5 GCSEs Grade C or above (or equivalent) to include Maths and English	Application / Certificate	A	Recognised HR Qualification	Application / Certificate
Professional Development	2	Evidence of ongoing Professional Development	Application / Interview			
Experience	3	Experience of working in a busy generalist HR environment	Application / Interview	B	Experience of working in HR within the FE Sector.	Application / Interview
	4	Experience of managing a variety of HR processes including absence, staff development, recruitment, contracts and contractual changes and other generalist HR processes.				
	5	Experience of using HR software and packages.				
	6	Experience of supervising others.				
	7	Experience of using IT software and packages including Microsoft Word, Outlook, Excel and PowerPoint packages.				
	8	Experience at dealing with people at various management levels both internally and externally to the organization.				

	9	Experience of collating information from a variety of sources and producing reports.				
Knowledge	10	Knowledge of best practice in specific HR areas (Recruitment and Selection, Staff Development, Absence Management)	Application / Interview	C	Knowledge of best practice in specific HR areas (Capability, Disciplinary and Grievance)	Application / Interview
	11	Knowledge of Safeguarding and DBS processes and procedures		D	Knowledge of Sixth Form College Pay terms and conditions of service	
Skills / Qualities	12	Excellent communication skills (written and oral)	Application / Interview			
	13	Excellent Organisational Skills				
	14	Good attention to detail				
	15	Ability to work on own initiative				
	16	Ability to act diplomatically, professionally and with discretion, maintaining confidentiality at all times				
	17	Ability to work under pressure whilst maintaining accuracy and meeting deadlines.				
Other	18	Commitment and responsibility to safeguarding and	Application / Interview	E	Hold a current full UK Driving Licence	



	19	promoting the welfare of children and vulnerable adults Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	20	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

