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**Job Description**

**JOB TITLE:** HR Assistant

**LOCATION:** Petty Pool Vocational College, Pool Lane, Sandiway, Cheshire, CW8 2DR.

**REPORTS TO:** HR Advisor

**SALARY:** £22,737.68 - £24,333.00 - Pro Rata Salary - £14,617.00 (4% salary increase after passing probationary period).

**HOURS:** 22.5 Hours – Over 3 days per week - Term Time only. (Flexible, Hybrid working)

**DBS:** Enhanced check required.

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| HR Assistant |
| SummaryPetty Pool Vocational College, based in Sandiway, near Northwich offers 16-19 Study Programmes and Supported Internships into employment for up to 100 students with learning disabilities within Hospitality & Catering, Hotel & Tourism, Horticulture, Animal Care, Retail, IT, Employability, Prep for Work and Independent Living Skills.We have a fantastic new opening for a HR Assistant who will report into the HR Advisor. This role offers excellent exposure for those who are wanting to develop their career within Human Resources and People Management.Purpose of the RoleTo provide administrative support to the HR function, maintaining accurate HR records, co-ordinating employee related activities, HR reports, basic HR queries and assisting the HR Advisor with the smooth running of the department.Main Area of responsibility:HR Administration, Analytics and HRIS MaintenanceResponsibilitiesTo be the primary contact for all HR administration matters including but not limited to:-* Support and assist in HR matters throughout the employee lifecycle.
* Assist with Amendment letters.
* Confirming resignations
* Ensure that HR records, both physical and electronic, are kept up to date, accurate and securely stored at all times.
* Ensuring all employee information is updated on systems and databases.
* Provide monthly sickness and retention stats highlighting any issues where necessary.
* Handling HR related paperwork and documentation
* Assisting with payroll administration - inputting all documentation onto payroll portal
* Answer employees’ queries about basic HR issues and know when to escalate as appropriate.
* Assist the HR Advisor with preparations for internal meetings and take notes where necessary.
* Creating and distributing I.D badges for staff
* Manging the online portal for eye test and glasses vouchers
* Support the delivery of staff engagement events.
* Any other ad-hoc duties as and when required.

Training* Maintain the online training portal ensuring all new starters are enrolled onto the correct courses and ensure that all leavers are removed promptly.
* Ensure monthly training reports are updated and distribute to managers.

Recruitment* Be responsible for the full Recruitment lifecycle - posting job adverts internally and externally on instruction
* Keep an accurate record of all applications in the relevant folders and updating applicant tracking systems.
* Arrange and liase with managers on arranging interviews and confirm with applicants.
* Ensure all candidates are informed of their application status post shortlisting.
* Ensure all necessary information is completed and stored securely on file.

 On-Boarding* Manage on-boarding process
* Process of all pre-employment checks
* Generate of offers and contracts.
* Conducting Right to work checks.
* Conducting DBS checks
* Ensuring all new starter paperwork is complete prior to start dates.
* Updating of information on-boarding tracker
* Liaising with managers regarding potential start dates
* Liaising with external I.T provider in ensuring I.T set up for new starters.
* Arrange and coordinate induction for new starters.
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| Our college is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. |

***NOTE: In accordance with the Trust’s flexibility policy, the post holder will be required to undertake any other duties considered commensurate with this position, as directed by The Senior Management Team of The Petty Pool Trust, or as a mutually agreed developmental opportunity.***

**Person Specification **

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| **Qualifications and Experience** | **Essential** | **Desirable** |
| English and Maths GCSE or equivalent at grade C or above | **🗸** |  |
| Hold a higher-level qualification in specific Vocational Area |  | **🗸** |
| Hold or be wanting to work towards a CIPD qualification |  | **🗸** |
| Educated to Degree level or above |  | **🗸** |
| Experience of working within an education setting |  | **🗸** |
| Experience of people with learning disabilities |  | **🗸** |
| The ideal candidate will have a minimum of 2 year's HR related experience | **🗸** |  |
| Driven and working towards a long term career in HR | **🗸** |  |
| Strong literacy skills, excellent attention to detail | **🗸** |  |
| Confident and approachable | **🗸** |  |
|  Strong organisational skills and great attention to detail | **🗸** |  |
| Competence in managing confidential information respectfully. | **🗸** |  |
| **Knowledge and Skills** | **Essential** | **Desirable** |
| Previous experience of working within Human Resources | **🗸** |  |
| Understanding of The Employee Lifecycle | **🗸** |  |
| Excellent Organisations Skills | **🗸** |  |
| A thorough understanding of HR processes and how data is used for reportingPurposes.  | **🗸** |  |
| Excellent I.T skills, proficient in all Microsoft Packages | **🗸** |  |
| Full clean Driving Licence (Car) | **🗸** |  |
| Ability to multi task and plan ahead | **🗸** |  |
| Ability to work both independently and as part of a wider team | **🗸** |  |
| Able to work in a busy environment – where there is continual change | **🗸** |  |
| Ability to prioritise own workload and meet required deadlines | **🗸** |  |
| Knowledge of Employment legislation |  | **🗸** |
| **Personal Competencies** | **Essential** | **Desirable** |
| Enjoys working with people, in supporting and advising on people related matters | **🗸** |  |
| Ability to work calmly under pressure, prioritise & manage own workload | **🗸** |  |
| Flexibility, enthusiasm and a positive attitude at all times | **🗸** |  |
| Honesty, fairness and reliability in all matters | **🗸** |  |