

Job Description

Job Title	HR Assistant with responsibility for payroll
Responsible to	Senior HR Assistant, Head of HR
Pay Grade	NJC Pay Grade 4A Pay Scale Range 11-15
Hours	Flexible for the right candidate. Term Time Only, with 10 additional days during school holiday periods, to be arranged with line manager. The post holder will be expected to work flexibly to meet the demands of the role during busy periods.

Job Purpose
<p>Under the day to day direction of the Senior HR Assistant, to work within the central HR administration team, to ensure the effective delivery of HR services across the Trust, with particular responsibility for payroll processing, sickness absence and database management, and supporting the team in respect of recruitment and selection including safeguarding responsibilities, employee relations and other general HR duties.</p>
Main duties and responsibilities
<p>Supervision of Staff:</p> <ul style="list-style-type: none"> To train, support and supervise the HR Apprentice (Payroll) on a daily basis. <p>Payroll Processing:</p> <p>To ensure payroll information for all staff across the Trust is collated and processed on a monthly basis and to required deadlines including:</p> <ul style="list-style-type: none"> Collation of payroll information relating to new starters, leavers, contract variations, unpaid days, maternity/paternity pay, etc onto monthly spreadsheet and input onto external payroll portal. Input of timesheets and expense claims onto external payroll portal. Processing of annual pay increases. Checking through the monthly payroll run to ensure new information and changes are correct. Handling and resolving payroll queries in a timely manner, including liaison with external payroll provider. Calculations regarding holiday pay, sickness pay, etc. <p>Database & File Maintenance:</p> <p>To ensure all personnel and/or payroll information is recorded and maintained on the appropriate databases including:</p> <ul style="list-style-type: none"> SIMs Personnel with new starter information, leaver information, contract variations, annual pay increments, sickness absence, etc. Personnel Files, ensuring all documentation is stored electronically and to a standard format. External payroll portal with new staff information, leaver information, contract variations, etc. Single Central Records across the Trust to ensure compliance with current legislation. Safeguarding and Prevent training for staff is entered onto Lessons Learned within each appropriate Academy.

Sickness Absence Procedure across the Trust:

Co-ordination of the sickness absence procedure across the Trust, ensuring the process is carried out in a fair and consistent manner:

- Co-ordination of return-to-work interviews.
- Overseeing weekly monitoring of staff that have hit sickness triggers.
- Liaison with senior management to arrange appropriate sickness review meetings/hearings.
- Production of sickness meeting letters, outcome letters, sickness absence minutes, hearing packs, etc in line with the SAF sickness absence policy.
- Preparation of accurate documentation as required.
- Production of meeting notes for line managers to utilise and provide support.
- Occupational Health Referrals as required.
- Organising health and safety risk assessments to be carried out as required.
- Ensuring the sickness process is followed correctly and correspondence is distributed accordingly within the policy timescales.
- Maintaining up to date knowledge of employment law legislation in respect of sickness absence.
- Updating the Head of HR re sickness absence across the Trust at regular intervals, for submission to the HR & Pay panel.

Leaver Administration:

To process all staff leavers across the Trust including:

- Liaison with Academy Principals to obtain leaver information for processing, resignation letters, acknowledgement letters, etc.
- Completion of termination forms, ensuring all paperwork and processes are completed prior to termination of employment.
- Co-ordination of exit interviews, and input and analysis of exit information for submission to Head of HR on a half-termly basis.

General HR duties:

To work alongside colleagues within the central HR team to:

- Provide guidance and advice to Academy staff across the Trust on HR related queries, referring to the Head of HR where required.
- Provide support with recruitment and selection and employee relations processes as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

June 2019

Job Holder	
Date	
Line Manager	
Date	

Sharnbrook Academy Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Person Specification

HR Assistant – with payroll responsibility

Person Specification: The following areas of assessment should be addressed when considering your application. They will be assessed as follows: Interview, Letter of Application and References. Please consider this carefully when completing your application form and the accompanying letter of application.

Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> Minimum GCSE (A-C) in English and maths 	<ul style="list-style-type: none"> Part qualified in recognised qualification in HR related field (CPP, CIPD)
Experience	<ul style="list-style-type: none"> A range of personnel, office-based and administrative experience Experience of payroll processing Experience of working within an HR role 	<ul style="list-style-type: none"> Experience of working within a payroll environment Experience of working within a school setting Experience of working in an HR advisory capacity Experience of training and supporting staff
Skills/knowledge	<ul style="list-style-type: none"> Good standard of IT skills (word processing and spreadsheets) Be able to work accurately, with good attention to detail Good interpersonal skills and able to deal courteously and helpfully with staff at all levels Able to work as part of a flexible and proactive team Calm and efficient even under pressure and in difficult situations Ability to organise time and workload effectively Strong administrative, planning and organisational skills Be patient, tactful, diplomatic and approachable Have good spoken and written communication skills Be confident about gathering facts and statistics and making financial calculations 	<ul style="list-style-type: none"> Knowledge of the school database system, SIMS Working knowledge and experience of relevant HR/payroll queries
Motivation	<ul style="list-style-type: none"> Enjoy working with people 	

	<ul style="list-style-type: none"> • A flexible approach to working hours to ensure requirements are met • Self-motivated and self-reliant with a readiness to seek and accept support • Must work with discretion and confidentiality at all times 	
Other Factors		
	<ul style="list-style-type: none"> • Willing to undertake training as required 	

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