**Human Resources Assistant**

**Part time, 30 hours a week**

**£17,470 to £19,568 (actual salary)**

**(Salary depending on qualifications, experience and skills.)**

At Nescot we are recruiting for a part time **Human Resources Assistant** to become an integral part of our small friendly team. It’s 30 hours a week on site, all year round, we can be flexible with your hours according to your availability.

**What we are looking for:**

* Professional approach and ability to communicate with staff at all levels.
* Great work ethic.
* Super administration skills and attention to detail.
* Good IT skills and ability to support staff through self-service systems

You will be mainly dealing with the HR database systems and other HR work so must be very flexible and take a real pride in your work. Accuracy, great attention to detail and super administration skills are essential, as is a positive, enthusiastic and helpful attitude so that you can provide a good service to our staff.

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date is Sunday 18th June 2023**

**Interviews will be held as and when candidates apply**



**Job Description**

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| **Position Details:** | |
| **Title:** | HR Assistant |
| **Department:** | HR |
| **Fraction:** | 0.8 |
| **Status:** | Permanent |
| **Grade:** | NEL Grade |
| **Child/Vulnerable Adult Contact:** | No |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of HR, Co-ordinators monitor daily tasks |

**Functional links with:** Departmental managers and administrator

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| **Job Purpose:** |
| To provide a high-quality support service to the Human Resources team and the College. Ensuring all tasks are carried out effectively and efficiently whilst maintaining absolute confidentiality at all times and dealing with issues of a sensitive and personal nature in a professional manner. |

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| **Main Duties and Tasks:** |
| 1. Responsible for completion and updating of the Single Central Record for all staff and non - payroll individuals working at the College, liaising with new staff and existing cross college staff as necessary. 2. To assist with meeting and greeting candidates for interviews and escorting them around the college as necessary. To assist with dealing with candidates’ documentation that needs photocopying. To assist the HR team in the recruitment of new staff by requesting and chasing for references and other outstanding documents required for the appointment including assisting with vacancy advertisement and using the online Nescot recruitment system 3. Provides administrative support to the HR Department by maintaining accurate computerised records of all college staff and recruitment candidates flagging up system issues and contributing to the solutions. Provides HR information or guidance to college staff as required. 4. To assist with the onboarding process including generating offer letters and liaising with the HR Coordinator’s regarding contracts. 5. Assists with first day inductions for new starters (including volunteers) ensuring all pre-employment documentation and processes are complete. Assists in the organisation and running of staff inductions. 6. To Assist with the maintenance of accurate absence records on the computerised system for all staff, liaising with mangers and staff where required. 7. Assists with obtaining all documentation required, and processing DBS applications using an online system, and following up outstanding and completed disclosures. 8. Responsible for recording and monitoring of all probation and end of year reviews 9. To act as first line support in the department by dealing with telephone, online and personal callers, initiating and responding to general enquiries. 10. Photocopying, scanning and electronic filing of documents as required. Uploading relevant documents to the onboarding site 11. Opens and sorts all incoming post, distributes any correspondence that can be dealt with by other staff within the team, and brings urgent matters to the attention of the Head of HR. 12. To produce and manipulate reports from the HR database 13. To assist in producing statistics and information relating to the work of the department as required. 14. Assists with checking claims for payroll and any other payroll changes. 15. Arranges meetings for the Department as necessary, including the booking of rooms and arranging refreshments. 16. Assists in monitoring and updating of the Department’s intranet site on Sharepoint, and onboarding site. 17. Deals sympathetically and professionally with staff who visit the Department and require support, directing them to the relevant HR personnel where necessary. 18. Develops a good working knowledge of HR Policies and Procedures in order to respond to candidates, staff and managers 19. Liaise with Volunteers working at the College to ensure all pre appointment information is gathered and saved on HR system and on personal file. 20. Carries out and is actively involved in specific projects as directed by the Head of HR and Assistant Principal of HR & Organisational Development 21. Raise orders and process invoices on the College Finance system as required. 22. Carries out any other reasonable management requests. |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. |

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| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot Enterprises Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |

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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the within NEL. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. |

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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot Enterprises Health & Safety Policy are available on sharepoint   |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |

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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | * You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HOD Date: 7.6.23  UPDATED BY: HR Date: 7.6.23 |
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PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – HR Assistant** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience of administration in a professional environment  IT literate with high-level Microsoft Office skills with the ability and willingness to learn new IT skills  Evidence of accurate data input | A/I  A/T  T | Experience of working in Education  Experience of working within HR | A/I  A/I |
| **Skills and Abilities** | Confident using Excel  Able to communicate effectively (both in writing and in person) including ability to compose own correspondence  To have the maturity and interpersonal skills to support staff using our self-service systems.  Able to be accurate with great attention to detail  Able to deal with a high volume of administration efficiently  Able to organise and prioritise workload and meet deadlines  Ability to use own initiative and work independently  Able to respond to enquiries in a polite and courteous manner and have a high level of customer service skills  Able to work effectively as part of a team  Ability to maintain confidentiality  Sufficient numeracy skills to be able to accurately calculate basic calculations | T  A/I/T  I/T  I/A  I  I/T  I  I/T  I  I  T |  |  |

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| **Qualifications** | A minimum of a level 2 qualification in Maths and English | | | A |  | |  |
| **Personal Qulaities** | Confidence to put forward your ideas and research alternative methods regarding recruitment and HR systems  Positive, enthusiastic and helpful manner  Work ethic of punctuality, attendance and flexibility  Professional appearance  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | A/I  I/T  I/T  I  I  A/I  A/I  M  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |