

Job Description
HR Assistant – Romford Hub

Job Title	HR Advisor – Romford Hub
Grade	Scale 6.18 – 6.20
Hours	36 Hours per week, 52 weeks per year
Reports to	Trust HR Manager, CEO, Director of Operations
Liaison with	Trust HR Manager, LIFE Essex Hub HR Assistant, Executive Headteacher, Heads of School, teaching staff, support staff, partner schools, agencies and professionals, External HR provider
Job Purpose	To support the delivery of an effective and strategic HR function in the Romford/Essex school hub
Specific Duties	<ul style="list-style-type: none"> • Provide a comprehensive HR service in liaison with the Trust HR Manager and Romford/Essex Hub HR Advisor • Provide HR clerical, administration and reprographics support as required by the Trust HR Manager, Executive Headteacher and Heads of School, arranging HR related meetings, supporting meetings as requested, ensuring accurately typed documents and correspondence, meeting deadlines as required. • Draft highly confidential documents ensuring they are completed and agreed in a timely manner • Support the Trust HR Manager with staffing structures and restructure processes • Attend the weekly, fortnightly and monthly meetings as detailed in the LIFE Central Team meeting planner, including HR department meeting, HR & Finance meeting and Monthly School HR Meetings • Liaison with Executive Headteacher, Heads of School and Office Administrators • Liaison with external HR provider with regards to case work • Manage and complete all pre-employment checks for new appointment including prohibition checks for staff joining schools within the Romford Hub • Process starters with conditional offer letter followed by contract and leavers response to resignation, working with finance to inform payroll • Communicate with new appointments, sending welcome email and new starter pack • Oversee induction procedures in line with safer recruitment practices, including probationary period documentation • Oversee annual pay increase where applicable for Teaching and Support staff • Support with the annual threshold application process • Manage and maintain DBS checks and their renewal for FBA and oversee at other Romford hub schools • Keep SIMS Personnel Database and Single Central Record well ordered, accurate and up to date for FBA and oversee for other Romford hub schools • Maintain user information within Bluesky, arranging training for new candidates, running reports where required and maintaining correct records

	<ul style="list-style-type: none"> • Manage the School Workforce Census return for FBA and oversee and support the return for other schools in the Romford/Essex Hub • Ensure that staff records and personal records are maintained and secured and that data is handled in accordance with statutory provisions and the schools Policy, ensuring that clear procedures are in place and that files are accessible to authorised staff members only • Work with the Executive Headteacher and Heads of School, to ensure attention is paid to staff occupational health and welfare making referrals where required • Hold informal conversations with teaching and support staff regarding HR matters when required • Arrange and attend meetings with the Headteachers and staff as the HR representative where a HR issue arises for FBA and schools within the Romford hub • Manage and record staff absences ensuring sickness absence paperwork is issued, completed and recorded for FBA, feeding back any concerns to the Trust HR Manager • Collate key administration relating to HR matters in relation to Ofsted inspections including the schools Single Central Record • Booking rooms, welcoming guests and serving refreshments as required • Travel between Romford Hub schools when and where required • Meeting deadlines and working under pressure • Take meeting minutes where necessary • Co-ordinate resources and upkeep of files. • Be responsible for the preparation and accurate submission Compile and return the School Workforce Census return, ensuring the institution is compliant with statutory guidelines • Such other reasonably requested duties as may be required as support
General	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Support the ethos of the Trust • The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade