



HR ASSISTANT
JOB DESCRIPTION: August 2021

Responsible to:	HR Manager
Job Purpose	To assist and support the HR Manager with the administration of personnel records and data, and offer an effective administration support service.
Key Responsibilities:	<p><u>Recruitment</u></p> <ul style="list-style-type: none">● Undertake duties in connection to the School recruitment procedures, including publishing job adverts, collating job applications, requesting references from applicants, right to work in the UK checks and processing DBS applications. <p><u>HR Administrative Support</u></p> <ul style="list-style-type: none">● Undertake the efficient and accurate preparation and input of information and data into the personnel systems, including updating the Single Central Record.● Provide regular HR reports as directed.● Undertake administrative duties in connection with personnel changes/amendments and terminations of contracts for staff.● Collect employment and tax information, and ensure background and reference checks are completed.● Create, maintain and update confidential HR records for all staff.● Maintain staff sickness and absence records.● Filing and archiving sensitive information.● Provide help and advice to staff and external parties, as and when required, in relation to personnel matters.● Process incoming mail in relation to HR.● Serve as the point of contact for all new employee questions.● Assist the HR Manager with inducting new employees● Contribute to school policies as appropriate and ensure there are copies available for staff.● Pursue the achievement and integration of equal opportunities throughout all school activities.● Involvement in ad hoc HR projects, and assisting the Director of HR as needed. <p><u>General Requirements</u></p> <ul style="list-style-type: none">● Promotes the good name and reputation of the School.● Adheres to School policies and procedures.● Participate in any School staff review/performance management processes involving identifying and meeting training needs for self and others.

<p>Key Skills and Knowledge</p>	<ul style="list-style-type: none"> ● Excellent customer service and interpersonal skills. ● Amazing administration and organisational skills. ● Experience of working within a busy office environment. ● Experience of working within a busy HR environment, preferably in a school or educational setting (desirable, rather than essential). ● Have an HR qualification (desirable, rather than essential). ● Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. ● Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information. ● Be dependable, able to follow instructions and respond to management directions. ● Have good working ICT knowledge including Microsoft Office. ● Have a demonstrable ability to record and analyse data using different systems. ● Have a willingness to extend skills through appropriate training. ● Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR.
<p>Personal Competencies & Qualities:</p>	<ul style="list-style-type: none"> ● A proactive 'can do' attitude to all tasks. ● Welcomes challenges and meets them with enthusiasm. ● Strong written and verbal communication skills. ● Strong attention to detail. ● A thorough and disciplined approach to work. ● Team focused, sharing knowledge and information with other members of staff to promote good practice. ● Patience and approachability. ● Ability to keep calm under pressure and work to deadlines. ● Delivery focused: understands what is needed and delivers promptly. ● Understands and identifies with the School's values.
<p>Terms & Conditions</p>	<p>Hours of Work</p> <ul style="list-style-type: none"> ● 09.00 – 5.00pm (Mon-Fri) with a one hour unpaid lunch break, all year round. ● All relevant INSET and training days. ● Five weeks annual holiday, plus bank and public holidays ● Generous pension scheme ● Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to be amended by the Head Master from time to time.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

Safeguarding children	Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced criminal records check with the Disclosure & Barring Service (DBS).
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