



## PRIORY WOODS SCHOOL

### Job Description

<b>Job Title:</b>	HR Assistant
<b>Responsible to:</b>	Director of Resources
<b>Hours:</b>	37 hours per week (Term time plus one week)
<b>Salary Grade:</b>	Grade F points 9-11

#### **Purpose and Objectives of the Role:**

**To provide development and promotion of the human resources function, ensuring that the school meets its statutory employment, equality and health & safety obligations**

#### **KEY TASKS**

##### **Specific Duties**

1. To work alongside the Director of Resources in planning and delivering both long term and short-term projects
2. To support the school's Director of Resources in operational HR activities and processes.
3. To provide day to day administrative support to the Director of Resources
4. To undertake return to work meetings
5. To support line managers on key HR processes such as absence management, disciplinary, etc.
6. To support line managers within meetings, taking minutes as appropriate
7. To complete administrative updates of all HR databases and personnel records, including inputting data, leave records, absences, staff personnel files and supporting the maintenance the Single Central Record.
8. To liaise with the school's external HR advisors, seeking support and advice when appropriate
9. To support the recruitment and selection processes, placing advertisements, arranging administrative support for interviews, and ensuring vetting checks are completed, in line with Safer Recruitment responsibilities.
10. To support the Director of Resources in project-based HR tasks, including organisational change.
11. Work as part of the wider school Business Team
12. To produce letters, contracts of employment and other written communications to a high standard, on time and in accordance with policy and branding.
13. To ensure payroll data including contract variations are up to date and imputed within the relevant systems.
14. To keep abreast of relevant legislation and best practice through continuous personal and professional development.
15. To manage the new starter and onboarding process for new starters
16. To process leavers on the payroll system and completed relevant exit interviews/paperwork.
17. To ensure HR systems are updated with relevant employee changes including pay, working hours and personal data.

18. To support with employee risk assessments, as required
19. To ensure any relevant returns are completed accurately and on time e.g. School Workforce Census
20. To complete any additional HR administrative and support tasks as directed by the Director of Resources.

### **Absence Management**

1. To administrate the school's absence management policies and systems, notifying staff and line managers of absence triggers, supporting staff meetings, and keeping accurate internal tracking records of absence and absence stages.
2. To regularly update the school's absence MIS systems to ensure accurate record keeping, liaising with payroll where required.

### **Other duties and responsibilities:**

1. To participate in professional and personal development programmes as required, including training and performance review.
2. To contribute to the school ethos through demonstrating a flexible approach to undertaking tasks and responsibilities.
3. To contribute to the overall ethos/work/aims of the school.
4. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
5. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team.
6. To support the School's Equality and Diversity Policy.
7. To appreciate and support the work of other professionals.
8. To undertake any other duties commensurate with the grade of the post.

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### **VARIATION IN ROLE**

Given the dynamic nature of the role and structure of Priory Woods School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

*Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The appointed candidate will be subject to a Disclosure Barring Service Check*

*We are keen to promote diversity and equality opportunity irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.*

**Signed post holder** \_\_\_\_\_

**Date** \_\_\_\_\_

## PERSON SPECIFICATION

**POST TITLE: HR Assistant**

**GRADE: F**

Title of Post	HR Assistant	
Department	School Business Support	
Specification prepared by	Director of Resources	
Date	March 2026	
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent including English and Maths</li> <li>• Evidence of continuous professional development and training</li> </ul>	<ul style="list-style-type: none"> <li>CIPD or equivalent experience</li> <li>Degree or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of using Microsoft Office packages, databases and web technologies</li> <li>• Experience in an administrative position</li> </ul>	<ul style="list-style-type: none"> <li>• Desire for continued professional development.</li> <li>• Working with trade unions</li> <li>• Previous experience of working within an education setting</li> <li>• Experience in delivering key HR support.</li> <li>• Experience of note taking of formal meetings and providing accurate minutes</li> <li>• Experience of setting up administrative processes and systems</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• An ability to prioritise and manage case work.</li> <li>• Accuracy and fine attention to detail</li> <li>• Effective communication across all stakeholders</li> <li>• The ability to work within a busy School Business Support team</li> </ul>	<ul style="list-style-type: none"> <li>• Strong employment law knowledge</li> </ul>

<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• An ability to remain up to date on best practice and employment legislation.</li> <li>• Effective use of office-based IT systems</li> <li>• Excellent interpersonal and communication skills in dealing with colleagues.</li> <li>• Ability to work using discretion and initiative and deal with issues confidentially.</li> <li>• Ability to work alongside the Director of Resources for best outcomes.</li> <li>• Ability to work in collaboration with external organisations, the school community, and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use systems such as Arbor/Every.</li> </ul>
<b>ADDITIONAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)</li> <li>• Enhanced DBS Check</li> </ul>	