

**Job Title:** HR Assistant

**Location:** Head Office

**Line Managed/Jointly Supervised by:** HR Manager

**Salary Scale:** £18,000 - £20,000

**Hours of Work:** 40 hours - 1 hour paid lunch

**Job Purpose:**

To provide general assistance within the HR team with comprehensive, effective and efficient administrative support to the Spark of Genius HR team.

**Key Duties and Responsibilities:**

* Provide support in the areas of HR, Payroll and Pensions whilst ensuring practice is reflective of policies and procedures and accurate, up to date and coherent information is available and reported as appropriate. (includes staffing, recruitment, employee welfare, absence management employee relations, reward and recognition, employee engagement performance management, talent management) including but not limited to: Recruitment administration (interview letters, job offer letters, contracts, induction packs, inputting new start information, references, dealing with PVG applications, data inputting (iTrent etc) and HR administration (disciplinary letters, change of terms and conditions letters, pension admin, reward and recognition admin etc.) in a timely fashion/meeting deadlines.
* To ensure the HR Department is ready at all times, gaining and retaining good/excellent grades as identified during internal inspection procedures, external inspection procedures (CI/Offsted) also ensuring appropriate policies and procedures are in place with a focus on Safer Recruitment.
* Ensure good knowledge and understanding of guidelines, legislation and expectations of the Care Inspectorate (Scotland), Offsted (England) and any other relevant bodies on the Department and Company.
* Have a good understanding of the qualification conditions/requirements in relation to Residential roles (CWDC, QCF, HNC, SVQ, timeframes etc).
* Contribution to ensuring those required to have SSSC/GTC/CWDC registration maintain this and where there is breach – this is addressed.
* Contribution to relevant and satisfactory policies and procedures in place in relation to safer recruitment and ensuring recruiting managers are aware of the policies in place.
* Sound understanding of the Safer Recruitment Policy (Scotland and England), ensuring practice is reflective of policy.
* Ensure safer recruitment procedures are adhered to and audited regularly.
* Ensure action plans and improvement plans are progressed.
* Ensuring issues highlighted are actioned.
* Preparation for QI/Inspection.
* Ensure own practice is reflective of policy, legislation and frameworks.
* Ensure medical information is analysed and vetted to ensure physical and mental fitness to undertake roles which may include seeking medical reports (always in the case of Registered Manager) and undertaking medical conversations.
* Process Leavers documentation which will include exit interviews including raising concerns with HR Management.
* Ensuring regulatory compliance in areas such as professional registration and candidate vetting.
* Assist in preparing for and taking part in interviews/assessment centre co-ordination and ongoing recruitment cycle whilst working to safer recruitment guidelines.
* Ensure successful on-boarding and induction of staff which may include ensuring all pre-employment checks, risk assessments etc are in place, new start/induction paperwork is prepared and undertaking inductions where required.
* Note taker in meetings as required which may include interviews.
* Assist in employee lifecycle procedures.
* Ensuring HR files and records are up to date, ensuring regular checks are carried out and information required is monitored and actioned.
* Assist in payroll procedures if required.
* To assist with pension administration as required.
* Assist with Absence Management procedures as directed by Line Manager.
* To deal with all incoming mail to the HR department.
* Ensuring e-mail and telephone enquiries are dealt with in an efficient and professional manner.
* Assist in ensuring HR policy and procedures are kept up to date as directed by Line Manager.
* General filing and office duties for the HR team.
* Work in a manner that protects confidentiality at all times.
* Contribute to the overall success of the HR team.

**Other Requirements:**

* Responsibility for ensuring and promoting the safeguarding of any young people that you may come into contact with.
* Work in accordance with Spark of Genius vision and aims.
* You must co-operate with the company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions
* The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
* It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.
* Any other reasonable management instruction.
* The above job description forms part of your main terms and conditions of employment.

The Company reserves the right to vary duties and responsibilities at anytime within legal notification frameworks, however, not outside what is considered reasonable to the original post.



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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment** |
| **Education and Qualifications** | 1. Educated to Higher level (or equivalent) or ability to demonstrate competency at this level. | 1. Member of the CIPD  2.CIPD Qualification | Application form and certificate check |
| **Experience** | 2. Previous experience working within a busy HR office environment.  3. Experience of providing support on employee relations issues.  4. Using own initiative.  5. Working independently.  6. Experience working with a range of staff groups and external agencies. | 3. Experience in HR in care sector.  4. Experience of providing advice on employee relations issues.    5. Experience of Sage payroll.  6. Experience working with senior management/director level on HR issues. | Application form, references and interview |
| **Skills/Ability/ Knowledge** | 7. Knowledge of employee relations.  8. Excellent Team Player.  9. Excellent organisational and administrative skills.  10. Good working knowledge of Microsoft office packages.  11. Excellent oral and written communication skills.  12. Flexible approach to work.  13. Confident personality with a proactive attitude.  14. Ability to use own initiative and discretion.  15. Ability to prioritise own workload.  16. Ability to manage busy workload.  17. Attention to detail. | 7. Strong interpersonal skills.  8. Knowledge of employment law. | Application form, references and interview |

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