

**** NEW JOB **** A preparatory school based in Hampstead is seeking an HR Assistant. Paying up to £30,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: HR Assistant

Location: Hampstead

Salary: £30,000

The main purpose of this role will be to support the Head of Human Resources in the provision of a high quality, efficient day-to-day HR service for the School.

The ideal candidate will have previous administrative experience gained within a fast-moving environment. This is a very customer focused role and as such requires excellent communication and organisational skills. This role would suit an individual wishing to start a career in the Human Resources field.

Main Duties and Responsibilities:

The position will provide effective support across the HR function. Typical duties include:

Administration

- Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner
- Deal with incoming email, post and other paperwork
- Maintain the School's Single Central Register of employees
- Ensure employee details are entered onto the HR database accurately and updated when required
- Assist with compilation of employee statistics including preparation for annual census reports
- Notify relevant departments of all starters and leavers, ensuring the contact details are up to date on database
- Organise, monitor and update other paper based and electronic records and reports including working time regulations opt out forms, absence management, maternity & paternity leave, and equal opportunities data
- Support the administration of probationary review periods and appraisal processes
- Administration of the leavers' process including booking exit interviews
- Carry out regular audits of the personnel files
- Produce standard and ad hoc letters and documents
- Take minutes of meetings where required
- General filing and shredding
- Update the HR intranet pages when required
- Input all employee records on HR system

- Assist the Head of Human Resources in ensuring the school is compliant with the EU's General Data Protection Regulation (GDPR)
- Help ensure that all employees have read any updated policies, and this is recorded as appropriate.

Recruitment Support

- Support the Head of Human Resources by providing efficient assistance with the recruitment and selection processes including applicant management, preparing shortlist and interview packs, booking interviews, meeting and greeting candidates, assisting with set up of panel interviews, overseeing practical assessments, carrying out tours and sending out regret letters
- Provide efficient administration of paperwork for new employees including reference checks and verifications, Disclosure and Barring Service (DBS) and other relevant pre-employment checks, drafting contracts, and compiling new starters' employment packs
- Assist with new employee inductions including arranging induction programmes, holding induction meetings, requesting ID badges and computer access from the IT Department etc.
- Collate payroll information and documentation to be submitted to payroll on a monthly basis.

Generalist HR Support

- Support the Head of Human Resources with employee relations cases when required including general administration and being present at informal and formal meetings to take minutes
- Assist with the development and implementation of new HR systems and processes
- Assist with other HR projects where required
- Maintain up to date awareness of current employment law and best practice issues

General

- Maintain all personnel records in accordance with the Data Protection Act
- Ensure that established processes are followed in a consistent manner
- Provide excellent (internal and external) customer service and building strong relationships
- Ensure confidentiality of all written and verbal communication
- Maintain good housekeeping, strictly adhering to all School policies and procedures

Health and Safety

- Communicate with the Operations Director or Clerk of Works any Health and Safety issues regarding the welfare or safety of the pupils or staff
- Be familiar with the school's fire safety procedures and participate in fire drills