



Job Description HR and Cover Assistant

EXCELLENCE

Ambitious
Courageous
Achieving
Leadership

CREATIVITY

Risk taking
Flexible
Inquisitive
Reflective

VISION

BSfG skills
Values
Technology
Global

Job Title	HR and Cover Assistant
Line Manager	School Business Manager
Salary Scale	SO1 point 21-25 21.6 hours, 3 days per week, 40 weeks, term time only
Main Purpose of the role	To provide consistently efficient first class HR administrative support
Specific Duties & General Responsibilities	<ul style="list-style-type: none"> • Arrange and minute meetings relating to MOA, disciplinary procedures and any other meeting relating to HR issues. • Carry out return to work interviews when staff have returned from being absent, as and when required. • Update all staff details, including all personal information, change of contracts, DBS applications. • Maintain a record of all staff absences both sickness and special leave and highlight any areas of concern with HR Officer. • All HR related filing. • Arrange annual update of all staff personal information, ensuring that staff data base SIMS and SCR database is accurate. • Complete all necessary paperwork for new appointments, change of contract/job role, produce letters, update SIMS and payroll portal. • Liaise with outside agencies with regards to queries/action needed with any HR issues or payroll queries. • Work with the HR Officer in producing weekly HR plan for HR meetings. • Manage DBS applications for new staff, Governors and volunteers. • Regular/daily monitoring and updating of the Single Central Record portal. • Liaise with the HR Officer in managing all staff recruitment and working with the Headteacher/Head of school with regards to placing adverts and managing CV's, organising interviews etc. • Work with the HR Officer in managing and ensuring that all staff Job Descriptions are up to date. • HR help, support and advice as and when required by staff. • Oversee the administration of PM for teaching and support staff and working with SLT to ensure the process runs smoothly. • Work collaboratively with the School Business Manager/HR Officer to ensure a smooth running of the HR function.

- Managing the day to day cover and working with the AHT to ensure lessons are covered if staff are absent.
- Other tasks as and when discussed with the School Business Manager/HR Officer.

PERSONAL AND PROFESSIONAL CONDUCT

- Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position.
- Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions.
- Show tolerance of and respect for the rights of others.
- Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.

Signed: _____

Date: _____