

## **PENRYN COLLEGE**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Human Resources Assistant
<b>Grade:</b>	F
<b>Hours:</b>	22.5 per week, term time plus 3 days
<b>Responsible to:</b>	Human Resources Manager
<b>Direct Supervisory Responsibility for:</b>	None

#### **Main Purpose of Job**

The HR Assistant will support the HR Manager in the provision of a high quality, efficient HR service for the school, ensuring compliance with all relevant legislation, maintaining confidentiality and high professional standards at all times.

#### **Duties and Responsibilities**

##### **1. Administration**

- To assist with all aspects of personnel administration including maintaining both paper and computerised staff records (SIMS) and regular filing.
- Ensure the HR filing cabinets are kept in order and records destroyed according to regulations in a timely and safe manner.
- To input employee data on SIMS, Swipedon and the HR information system as requested to ensure all records are accurate and up to date.
- To produce contract variation letters for employees as directed by the HR Manager and any other HR Administration as required by the HR Manager and Senior Leadership Team.
- Administer any changes to role, grade or pay as required by the HR Manager
- To undertake completion of any other HR documentation, as required by the HR Manager or Senior Leadership Team
- To take notes in meetings as directed by the HR Manager
- To maintain at all times the utmost confidentiality with regard to all personnel issues, reports, records, personal data relating to staff and other information of a sensitive or confidential nature.
- Support the reception team as required

##### **2. Recruitment**

- Facilitate the school's recruitment process. To include placing adverts, providing shortlisting packs to hiring managers, setting up interview panels, conducting online checks and referencing for all shortlisted candidates in line with safer recruitment procedure's
- Produce and issue interview schedules in cooperation with the Hiring Managers and make any necessary arrangements for candidates to support interview day
- Support with producing offer letters of employment and completing all onboarding checks for new staff, this includes carrying out Enhanced DBS checks, overseas checks and right to work

checks. Escalate any DBS information contained in a DBS to the HR Manager to be investigated.

- Ensure that all new starters have their log ins, staff badge and induction packs ready for their first day and that line managers have a day 1 plan.
- Ensure all new starters have complete personnel files fully signed off by the HR Manager before they begin their role
- Ensure all probationary periods are suitably diarized and that confirmation letters are produced once probationary periods have been undertaken by line managers.
- To maintain and keep up to date at all times the probation, fixed term contracts and recruitment tracker spreadsheet.

### **3. Staff Absence and Cover**

- Record daily absences on SIMS and the HR information system and create absence reports as required.
- To support staff in the completion of self-certification forms and line managers in the completion of return to work interviews on return from staff sickness
- Advise staff of the sickness absence procedure and monitor staff absence levels, making recommendations to the HR Manager when absence levels have reached a trigger or is a cause for concern.
- Oversee the completion and tracking of Leave of Absence forms, ensuring the LOA spreadsheet is updated daily. Submit all LOA requests for Headteacher approval on a weekly basis and communicate approved or declined decisions to staff promptly, on the same day as confirmation is received. Escalate to the HR Manager when staff are reaching the threshold
- Keep detailed records of the reason for staff cover e.g. sickness, personal, training etc. to inform the HR Manager
- Complete the necessary administration associated with staff absence, including the completion of staff absence returns on SIMS and I Trent on a daily basis
- Report unusual, long-term, pre-planned or patterns of absences to the HR Manager for investigation

### **4. Payroll Administration**

- Collect and verify all overtime sheets submitted by staff, ensuring accuracy and completeness. Input approved overtime data into the iTrent HR system in accordance with established deadlines and organisational procedures. Liaise with the HR Manager to confirm authorisations and resolve any discrepancies. Maintain accurate records for audit purposes and ensure confidentiality of all payroll-related information throughout the process.

### **5. Safeguarding**

- Update and maintain the Single Central Record. Ensuring all staff information is up to date and liaising with the HR Manager with any queries. Keep on top of all Letters of Assurance from outside agencies and ensure these are renewed yearly.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

## **6. Non-Paid Employees (Volunteers and Trustees)**

- Complete all required pre-employment checks for non-paid staff (including volunteers and trustees) in accordance with safeguarding and compliance standards, ensuring timely processing.
- Allocate official school email addresses and issue staff identification badges to all non-paid staff prior to commencement of duties.
- Verify that all non-paid staff have successfully completed mandatory training requirements before starting work, maintaining accurate records of compliance.
- Ensure that all non-paid staff have a fully signed-off personnel file, including all required documentation and approvals, before they begin their role.

## **7. Training & CPD Administration**

- To assign and monitor all new staff mandatory training courses and send reminders when completion dates are near. Escalate any non-compliance to HR Manager

To undertake any other duties appropriate to the grading of the post as required.

**Date Prepared:** November 2025  
**Prepared by:** HR Manager

**PERSON SPECIFICATION**

**Job Title:** Human Resources Assistant

**Department:** School-based

**Person specification prepared by:** Penryn College

**Date:** November 2025

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	Excellent numeracy and literacy skills  Payroll experience  HR administration experience	Experience of working in a school	Application form/ Interview.
<b><u>Education &amp; Training</u></b>	GCSE level 4 in Math's and English, or equivalent qualification	CIPD Level 3  Safer recruitment training	Application form.
<b><u>Special Knowledge &amp; Skills</u></b>	Excellent verbal and written communication skills and ability to communicate with all levels of staff in a professional and friendly manner.  Strong organisational and self-management skills.  Ability to work both independently and as part of a team.  Flexibility and ability to meet deadlines in a fast-paced environment  Able to work accurately and with attention to details  Ability to build effective working relationships with a wide variety of individuals  Good working knowledge of	Experience of payroll and HR information systems.	Application form/ Interview.

	<p>MS office, especially Outlook, Word and Excel.</p> <p>Contributes proactively to teams to achieve common goals.</p> <p>Ability to create a positive working environment.</p>		
<b><u>Any Additional Factors</u></b>	<p>Professional, tactful and sensitive.</p> <p>Positive manner in a busy and challenging environment.</p> <p>Discreet &amp; confidential.</p> <p>Ability to prioritise and work under pressure</p> <p>Able to work on own initiative and in a team.</p> <p>Demonstrate a proactive approach to work</p> <p>Willing to undertake any training required for the role.</p> <p>Comfortable with young people &amp; children.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		Interview.