

## **HR Assistant – Job Description**

**Job title:** HR Assistant

**Directorate:** Forward As One CE Multi Academy Trust

**Reporting to:** Chief Finance and Operating Officer

**Scale Point:** NJC12 £26,421 – NJC17 £28,770

**What's on Offer:** The successful candidate will receive a salary circa as above with excellent employer pension contributions benefits package including hybrid working. Excellent training and development opportunities. This is an exciting opportunity to be an integral part of the new HR team.

**Hours:** 37 hours All Year Round

**Start date:** ASAP

### **The Successful Applicant:**

Minimum CIPD Level 3.

Experience of HR is essential.

Experience in Payroll is desirable.

Excellent communication skills both written and verbal required.

Strong analytical skills required to investigate, understand, and explain overall performance

Commitment to personal professional development

Ability to manage own time and prioritise workload to meet deadlines

Ability to work effectively as part of a team

Confidentiality

Highly accurate with attention to detail

Ability to remain calm under pressure.

Ability to exert assertiveness in a professional manner when/if required.

Be committed to putting children at the heart of all decision making

**Forward as One Church of England  
Multi Academy Trust**

**A:** Newnham Street, Astley Bridge,  
Bolton, BL1 8QA

**T:** 01204 333 741 **E:** enquiries@forwardasone.uk

**www.forwardasone.uk**  **ForwardAs1Trust**

## Job description

### **Purpose of the post:**

To be the first Trust HR Assistant to the Central Trust team of Forward As One Church of England Multi Academy Trust. To undertake a range of HR and administrator duties, being accountable for the accurate onboarding of staff for the trust/schools. To record and ensure that the HR processes are followed. To ensure efficient and effective running of the HR across all areas.

This role offers an experienced HR person to be a fundamental part of the support team specialising in HR Support and Administration.

This is a truly hands-on HR position, so we are looking for someone who is highly motivated, a can-do attitude whilst working in a face-paced department.

The successful candidate will be highly skilled and comfortable with all aspects of HR Administration with an extremely high level of accuracy. You will be able to demonstrate strong organisational skills, proactive and who can multitask.

The role may require ad-hoc travel within the cluster area including some travel to other locations across the Trust when we required.

Forward As One maintains Teachers Pay and Conditions (Burgundy Book) and the Support Staff Green Book for employment terms and conditions.

The HR Assistant will embrace our organisational culture, share our values and ambitions, and have the vision, drive, resilience, and experience to build on our success to date and provide further expertise to our trust in this specialised area.

This will be an exciting opportunity for you if you are someone who enjoys working with a variety of people across multiple settings. The successful candidate must be able to rise to the technical challenge, but it will be equally important that they are able to communicate successfully with leadership and operational colleagues positively and supportively, enabling the best possible outcomes across the MAT.

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## Main duties & specific responsibilities: **FORWARD AS ONE** **CE ACADEMY TRUST**

- Ensuring that the Statutory requirements for new starters are received and recorded accurately
- Ensuring that the recruitment process, including selection, and interviewing of candidates is adhered to and followed as per the policy.
- Collaborating with other managers in the business, to ensure the smooth running of the company from a people perspective.
- Overseeing staff attendance and absence monitoring is followed accordingly to the policy.
- Administration of employee-related paperwork, such as employment contracts, new starter packs, or formal notices of termination.
- Ensuring that the new starter company inductions and training are scheduled accordingly.
- Overseeing/Organising training and development of employees with stakeholders.
- Handling highly confidential information in an honest and trustworthy way.
- Efficient maintenance of the HR files and systems.
- Adhere to all reporting deadlines.
- Supporting any audit requirements when applicable.
- Support with HR and Payroll workload across the Trust (training available)
- Cover for Payroll Clerk when required.

### Support for the Trust Schools:

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, Keeping Children Safe in Education as well as general staff procedures
- Contribute and uphold to the Trusts ethos, vision and aims of  
*- #OneTeam #OneMission #OneFamily*
- Appreciate and support the role of other professionals
- Attend and contribute to relevant meetings as required
- Participate in training and other learning activities as required
- Oversee and manage the compliance of all Trust School websites
- Contribute to the organisation of Trust INSET days, Network meetings and training events

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## C. PROFESSIONAL KNOWLEDGE, UNDERSTANDING & EXPERIENCE

	Essential or Desirable	Evidence
Experience of HR	E	A/I/R
CIPD Level 3 qualified	E	A/I/R
Experience of working in a school or a similar field	D	A/I/R
A satisfactory level of Education including passes in Maths and English GCSE (or equivalent) and excellent written and spoken English.	E	A/I/R
Evidence of further higher level of Education and/or professional development.	E	A/I/R
An understanding of the importance of effective documentation and record keeping	E	A/I/R
Excellent and up to date ICT and administration skills	E	A/I/R
Experience in using Microsoft modules - Word, Excel, PowerPoint	E	A/I/R
Experience using Office 365 emails and diaries	E	A/I/R
Excellent communication skills both written and verbal required	E	A/I/R
Strong analytical skills required to investigate, understand, and explain overall performance	E	A/I/R
Commitment to personal professional development	E	A/I/R
Embrace new challenges	D	A/I/R
Ability to manage own time and prioritise workload to meet deadlines	E	A/I/R
Ability to work effectively as part of a team	E	A/I/R
Confidentiality	E	A/I/R
Highly accurate with an attention to detail	E	A/I/R
Ability to remain calm under pressure.	E	A/I/R
Ability to exert assertiveness in a professional manner when/if required	E	A/I/R
Be committed to putting children at the heart of all decision making	E	A/I/R

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## D. PERSONAL SKILLS AND ATTRIBUTES

Applicants should be able to provide evidence that they have the necessary personal skills and attributes required by the post

	Essential or Desirable	Evidence
Professional and effective interpersonal skills and a commitment to developing good working relationships with all stakeholders	E	A/I/R
Be a positive role model and promote the Christian values of the Trust in all aspects of the role	E	A/I/R
Ability to prioritise time effectively and work under pressure to meet deadlines	E	A/I/R
Use of initiative to manage multi-organisational tasks effectively	E	A/I/R
Commitment, integrity, and a high degree of confidentiality to the Trust	E	A/I/R
A demonstrable commitment to Child Protection and Safeguarding Children	E	A/I/R
Proven ability to work collaboratively as part of a team	E	A/I/R
Ability to work independently and manage own workload	E	A/I/R
Resilience and a pro-active outlook to all challenges	E	A/I/R
Patient, flexible, adaptable, and conscientious	E	A/I/R
Aspirational outlook	E	A/I/R
Confidentiality	E	A/I/R

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