



## Northern Education Trust Job Description

<b>Job Title:</b>	HR Assistant		
<b>Base:</b>	North Shore Academy		
<b>Reports to:</b>	HR Manager	<b>Grade:</b>	NJC SCP 3 – 4
<b>Service responsibility:</b>		<b>Salary:</b>	£18,562 – £18,933
<b>Term:</b>	Permanent, 37 hours per week, 52 weeks per year		

### JOB PURPOSE

- To deliver a professional HR administration service to the HR team and other staff as required
- To work as part of a proactive, innovative and responsive HR team providing excellent customer service
- To build and develop relationships with staff at all levels

### JOB SUMMARY

1. Support the HR team with all administrative related matters; keeping accurate and up to date records at all times
2. Inputting data and effectively maintain confidential HR records
3. Dealing with day to day enquiries to the HR department
4. General administrative duties for the HR department
5. Responsibility for answering all incoming calls to the department, dealing with calls efficiently and effectively
6. Undertake project work as directed by the HR Manager/Executive Director of HR and Communications
7. Organise and maintain effective filing systems, both paper and electronic in order to provide an efficient working environment
8. Support the HR team by undertaking administrative work associated with HR Casework
9. Organising meetings, minute taking and providing confidential administrative support to the HR team
10. Comply with Trust policies and procedures at all times

### GDPR

11. To adhere to GDPR and Data Protection Regulations, whilst maintaining Confidentiality

### General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: .....

Date: .....