

## Job Description



|                   |                                       |                                            |
|-------------------|---------------------------------------|--------------------------------------------|
| Role              | HR Assistant                          |                                            |
| Directorate       | Workforce Development                 |                                            |
| Reports to        | Head of HR                            |                                            |
| Direct Reports    | None                                  |                                            |
| Key relationships | HR Team<br>External service providers | Staff based in our Therapeutic Communities |

### Purpose

Responsible for delivering a range of efficient and effective Human Resources processes, providing wider administration support to the team and contributing to current projects.

### Specific responsibilities

- Support the recruitment processes including posting vacancies, communicating with recruiting managers and candidates, completing pre-employment checks, on-boarding successful job applicants etc.
- Update, maintain and audit the HR database and confidential people records to ensure accuracy and compliance with GDPR requirements.
- Generate regular people reports e.g. establishment, attendance, turnover, annual leave etc.
- Manage the HR in-box enquiries.
- Maintain a calendar of key events for the team and its customers e.g. payroll cut off, team goals, contract renewals, probation end dates.
- Liaise with HR service providers in relation to, for example, employee benefits (pension and payroll), HR software, recruitment agencies etc.,
- Take minutes and/or actions from formal and informal meetings as required.
- Contribute to ongoing reviews of our people processes to ensure continuous improvement is identified and implemented.
- Contribute to HR projects as and when required e.g. new and updated people policies, selecting and rolling out a new HR/payroll database etc.

### Other responsibilities

- Fully participate (face to face) in relevant team, organisational and group dynamics meetings.
- Demonstrate a commitment to Equality, Diversity and Inclusion, Safeguarding and Health and Safety and challenge behaviours of others that fall short.
- Maintain own continual professional development, keeping up-to-date with employment legislation and HR best practice guidance.
- Adhere to and uphold Childhood First's policies and procedures, good professional conduct and demonstrate a commitment to the vision, mission and values of Childhood First.

*This job description is not exhaustive but simply a guide to the level and range of responsibilities the post holder is expected to undertake and may be updated at any time to meet Childhood First's requirements.*

## Person Specification

### Education and qualifications

| Requirement                                                           | Essential | Desirable |
|-----------------------------------------------------------------------|-----------|-----------|
| Hold or are working towards a qualification in people management      |           | X         |
| Willing to start working towards a qualification in people management |           | X         |

### Experience

| Requirement                                                 | Essential | Desirable |
|-------------------------------------------------------------|-----------|-----------|
| Successfully working within an office environment.          | X         |           |
| Working with highly sensitive and confidential information. | X         |           |

### Knowledge and skills

| Requirement                                                | Essential | Desirable |
|------------------------------------------------------------|-----------|-----------|
| Competent in the use of MS Office applications/Office 365. | X         |           |
| Excellent interpersonal skills.                            | X         |           |
| Good communication skills (written and oral).              | X         |           |
| Able to work well within a team setting.                   | X         |           |
| Familiar in the use of HR software.                        |           | X         |

### Other

| Requirement                                                         | Essential | Desirable |
|---------------------------------------------------------------------|-----------|-----------|
| Willing to embrace Childhood First's values.                        | X         |           |
| Committed to safeguarding the wellbeing of children & young people. | X         |           |
| Committed to equality, diversity and inclusion in the workplace.    | X         |           |
| Able to regularly attend our London office next to Borough Station  | X         |           |