



**Ambitious
about Autism**

People Support and Onboarding Assistant

Job description, 2024

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Job description

Job title	People Support and Onboarding Assistant	Team	People
Job band	£24,867 - £26,388 (depending on skills and experience)	Reporting to	Senior People Business Partner
Hours	35 hours per week, 9am-5pm. Hybrid working.	Line manages	N/A

Approved by: Director of People and Culture

Updated: June 2024

Role purpose

This role is responsible for ensuring successful candidates are onboarded in a personal and effective manner befitting Ambitious. The role will also participate with people support process queries such as staff changes, leavers, early stage policy queries as well as be engaged on supporting people strategy projects led by People Team colleagues.

Key accountabilities and dimensions

- Provide an excellent, high quality customer experience when liaising with candidate's when responding to onboarding queries and with staff when responding to HR/People support queries.
- Able to demonstrate to a variety of both internal and external stakeholders excellent working knowledge of AaA's safer recruitment, safeguarding and vetting policies and procedures in line with Ofsted and Keeping Children Safe in Education legislation.
- Ensure all Safer Recruitment, Safeguarding and Rights to Work checks are carried out accurately and timely, ensuring any issues are brought to the attention of the Team Leader and Designated Safeguarding Leads immediately.
- Ensure the Single Central Record is accurate and kept up to date at all times, in line with Ofsted requirements.
- Manage the Access to Work process for the organisation, liaising with employees, managers and Access to Work to ensure the timely processing of applications, liaison with relevant internal stakeholders for ordering equipment.
- Support effective management and ownership of the People team inbox, ensuring timely and accurate responses are provided, escalating to and liaising with the appropriate members of the People team to resolve any queries.
- Organise, update and maintain accurate HR documents, records and databases.
- Develop a strong understanding of our HR information systems (eArcu, People XD and ClearReview) to support the production of basic reports, the creation of new starter records, apply changes to records and support leaver records effectively.
- File, maintain and archive electronic recruitment and vetting information, HR/People Support information in line with policies and procedures to ensure AaA are meeting legal requirements.
- Support the team in the successful delivery of the annual operational plans assisting with departmental activities and projects as agreed with your line manager.
- Coordinate external reference requests and ensure accurate and timely information

is provided.

- Manage and administer the invoicing and purchase order process for the People team.
- Drafting and issuing final version of standard completion of probation and standard leaver letters.

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

The role description is not an exhaustive list. The post holder may be required to undertake other duties commensurate with the role as requested and agreed with their line manager.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Working/willing to work towards or have a CIPD or equivalent HR qualification.	X
2. Experience of processing compliance files, including DBS, referencing and Occupational Health verifications for external agency review such as Ofsted, CQC and Home Office.	X
3. Experience of working in a busy HR team or agency, overseeing and managing the end to end onboarding process or from a similar compliance background.	X
4. A keen interest in becoming an expert in understanding of Safer Recruitment and processes relating to the maintenance of a Single Central Record, or willingness to learn this quickly.	X
5. Experience of using online databases and applicant tracking systems, to review, analyse and report data (we use People XD, eArcu and ClearReview).	X
6. Self-motivated, ensuring consistent up-to-date working knowledge of legislation (such as Keeping Children Safe in Education) and HR / Recruitment best practice	X
7. Proficient in Microsoft packages including Excel, Word and Outlook.	X
8. Excellent verbal communication skills with an ability to deal with sometimes complex and/or sensitive situations with professionalism, tact and diplomacy.	X
9. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
Personal attributes	
10. Highly organised, methodical and with a strong ability to complete tasks to required deadlines.	X
11. Adaptable and flexible approach, able to react and adapt appropriately to changes at work.	X
12. An interest in learning, growing and developing within the organisation.	X
13. Excellent attention to detail.	X
14. Display a high degree of confidentiality.	X
15. Judgement – displaying sensitivity, diplomacy and tact in dealing with both candidates and internal stakeholders.	X
16. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	Sunday 23rd June 2024
Candidates informed of outcome of application	W/C Monday 24th June 2024
Interviews (these will be conducted online via Teams)	W/C Monday 1st July 2024

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.