

# Job Description

<b>JOB TITLE</b>	HR Assistant (Maternity Cover)
<b>LOCATION/ DEPARTMENT</b>	Head Office – Little Blakenham, HR Department
<b>REPORTS TO/ SUPERVISED BY</b>	HR Manager
<b>MAIN PURPOSE OF THE JOB: (JOB SUMMARY)</b> To support the HR Team with the day to day operations of the HR functions, ensuring IPRS HR policies & procedures are implemented, adhered to and maintained at all times.	

## KEY TASKS AND RESPONSIBILITIES (JOB CONTENT):

### *Main job duties:*

- † Assist with general enquiries into the HR Department, via email, telephone and in person, and where necessary referring to the HR Manager.
- † Process employment letters, including job offers, contracts of employment, bank contractor agreements, contract addendums, acceptance of resignation letters, external reference requests.
- † Assist with the recruitment and selection process, advertising job advertisements online and arranging, preparing interviews.
- † Act as an HR representative within interviews at our Head Office and/or at offices across the country when required and complete interview notes.
- † Conduct pre-employment checks including obtaining right to work and ID documentation, completion of DBS checks on all new employees and obtaining references and health questionnaires.
- † Manage the onboarding and probationary process for new starters. Complete probationary period outcome letters.
- † Conduct inductions for all new starters, either at our Head Office or Croydon clinic. Send welcome email to new starter following their induction, with relevant new starter forms to complete.
- † Set new starters up on the system and calculate annual leave entitlement.
- † Entering accurate information on to various spreadsheets and ensuring these are kept up-to-date.
- † Enter staff absence onto spreadsheet, ensure we receive return to work forms and monitor absence triggers, liaising with line managers and staff when necessary.
- † Contributing to the preparation of payroll information.

### *To assist with the following duties when covering periods of annual leave and staff absence:*

- † Print ID badges
- † Place orders for stationary, equipment, staff uniforms, flowers
- † Book hotel, flights and accommodation for staff
- † Administer friends & family and staff physiotherapy requests

### *General/Additional Duties:*

- † Updating the Company's intranet and YourFuture website
- † Photocopying, scanning or filing as required
- † Maintain and update employee records and annual leave
- † Support Line Managers with all aspects of HR from recruitment through to end of employment
- † Carry out any other relevant duties as may be determined by the HR Manager from time to time.
- † Maintain employee confidence and protect operations by keeping human resource information confidential

## QUALIFICATIONS, TRAINING AND EXPERIENCE:

- † GNVQ/NVQ Level 2 qualification or equivalent, **(D)**
- † 4 GCSE/O level passes A-C or equivalent, including English and Maths; **(E)**
- † CIPD Level 3 qualified or working towards **(D)**

## EXPERIENCE AND KNOWLEDGE:

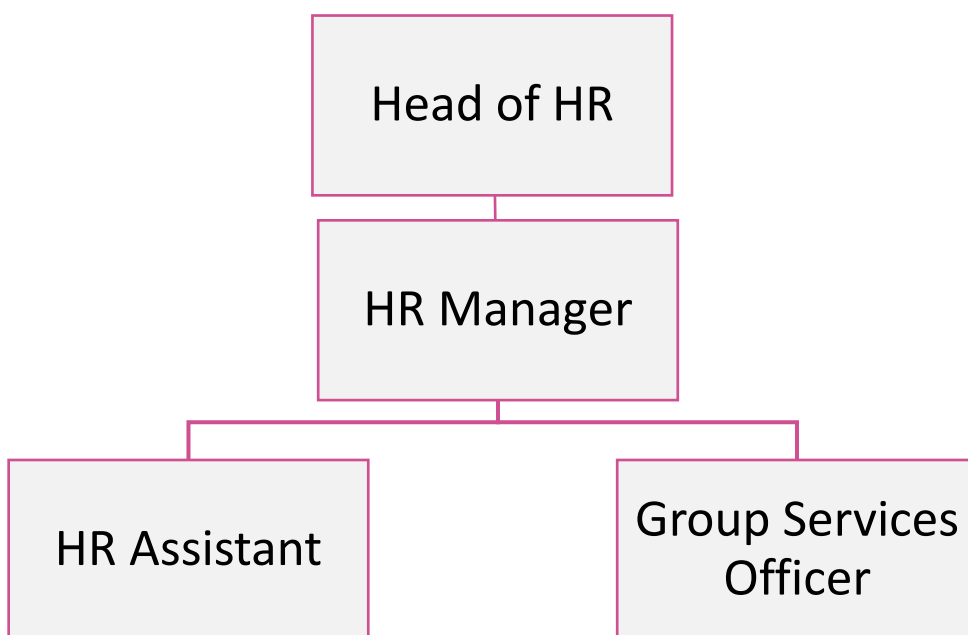
- † Experience of working in an administrative / human resource department **(E)**
- † Experience of using various Microsoft programmes and databases **(E)**
- † Possess good awareness of employment law **(D)**
- † Experience in dealing with confidential and sensitive data **(D)**

**SKILLS AND ABILITIES:**

- + Clear and concise written and spoken communication skills, in particular a friendly telephone manner
- + Attention to detail and the ability to record information accurately
- + Ability to prioritise and meet relevant deadlines in a demanding environment
- + Ability to work on own initiative with minimal supervision in a proactive & methodical manner
- + Ability to communicate effectively with internal and external customers
- + Ability to perform accurate mathematical calculations

**DBS check required:**

Yes (Basic)



**Date:**

March 2020