

Job Description

JOB TITLE	HR Assistant
LOCATION/ DEPARTMENT	Head Office – Little Blakenham, HR Department
REPORTS TO/ SUPERVISED BY	HR Manager
MAIN PURPOSE OF THE JOB: (JOB SUMMARY) 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.
- + 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.
- + Set new starters up on the system and calculate annual leave entitlement.
- + Enter accurate information on to various spreadsheets and ensure these are kept up-to-date.
- + Record staff absence, ensure we receive return to work forms and monitor absence triggers, liaising with line managers and staff when necessary.
- + Contribute to the preparation of payroll information.
- + 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:

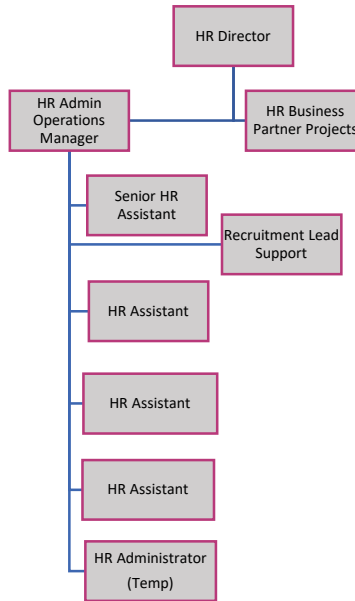
- + Experience of working in an administrative / human resource department **(E)**
- + Experience of using various Microsoft programmes and databases **(E)**
- + Possess good awareness of employment law **(D)**
- + Experience in dealing with confidential and sensitive data **(D)**

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:

May 2022