

Ruskin Mill Trust (the Trust)

Job Description

Position:	Human Resources Assistant
Field of Practice:	Transformative Leadership and Management (Field 7)
Post Reference No:	RMT10141
Grade:	7
Responsible to:	Senior /Human Resources Manager/Senior Human Resources Advisor
Location:	Ruskin Mill College, Glasshouse College, Freeman College

Job Purpose

This role works within the Trust Central Department of Human Resources, and is located at individual provision and will undertake specific human resources support for a number of provisions.

To ensure the provision of sound professional human resource administrative and support services to the College, School and the Trust.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College and School.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the College or School.

You will be required to carry out your duties at all Trust premises, some of which are located a distance from the main provision sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require. Overnight stays may also be a requirement.

Evening and weekend working will be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. To articulate and promote the vision, values, purpose and method of Ruskin Mill Trust during the recruitment process, communicating the desired

expectations of staff as well as measurable impact that they have on the student journey as well as their own personal journey.

2. To support the HR Manager/Advisor in responding to local and national needs and by reviewing and embedding changes to legislation and policy by working with the HEaRT team to refer staff to the Training, Qualification and CPD policy alongside the Trust pay and grading policy.
3. To ensure that recruiting managers have the resources of the materials to promote the vision, values purpose and method of Ruskin Mill Trust within the recruitment process.
4. To deal with all areas of safer recruitment checks, liaising with candidates, referees and external bodies to ensure full compliance.
5. To deal with general enquiries and signposting to relevant Department of Human Resources members if required.
6. Support the more senior HR team by providing a full recruitment service to the College from preparing draft adverts and recruitment packs for approval through to carrying out of the appropriate vetting checks.
7. Collation of equal opportunities data associated with recruitment and reporting this to the Trust Head of Human Resources or the Director of Human Resources and Collaboration.
8. To arrange assessment centres and interview dates to support the recruitment process. To attend and support assessment centres to assist where necessary.
9. Preparation of offer letters, contracts of employment and other documents using standard letters.
10. Production and follow up of probation and appraisal(performance development and review) documentation to ensure these processes are carried out within the required timescales
11. Creation of documentation associated with changes in staff contracts once approval has been received.
12. Ensuring the human resources system (HR.Net) is up to date for all new starters, changes, leavers etc.
13. To provide training on the HR system to line managers and staff on self service requirements as part of the induction process and during implementation.
14. As directed to report all pay changes to the Finance and Payroll Manager.
15. Input of data associated with timesheets, sickness absence, annual leave request and any other data in a timely manner,
16. Running of regular reports from the human resources system as required.
17. To take minutes at meetings, investigations and hearings as required.
18. Undertaking of routine administrative duties including photocopying, dealing with incoming and outgoing mail, ordering stationary and equipment.

19. Maintenance of the human resources filing system, including both current and leavers files and archiving documents as required.
20. To provide support to the Human Resources Team as appropriate, including diary management, arranging meetings and other administrative support.
21. Ensure all human resources related notice-boards and communication media (including recruitment) are up to date
22. To assist with projects within the Department of Human Resources e.g. staff survey, staff awards.
23. To provide holiday and sickness cover as necessary

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust Limited - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.
11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.

16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Human Resources Assistant has no direct staff responsibility.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.