

HENDON SCHOOL



JOB DESCRIPTION

Name:	HR Assistant Intern
Salary:	£11.85/hr
Hours:	36 hours per week /Negotiable
Accountable to:	HR Partner

Main purpose of the job:

To provide administrative in the HR function

- Photocopying
- Request new employee references & chase up as necessary
- Filing – in personnel files
- Updating the HR information sheet in personnel files
- Monitor absences and generate reports for individual employees according to Absence Policy
- Set up appointments for absence meetings
- Distribute absence related documentations to line managers
- Distribute probationary packs to line managers & monitor
- Monitor A/L and send reminders to staff as necessary
- Log absence information the HR Information Management Systems
- Prepare Staff packs for new starters
- File application forms for unsuccessful candidates and keep for appropriate period
- File all interview notes
- Support with the administrative/clerical of onboarding and off boarding process
- Order stationary for HR function
- Order flowers etc as requested by HT
- Distribute HR post as necessary

General

The tasks above are not an exhaustive list and in order to deliver a service effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above but such duties however will fall within the scope of the post at the appropriate grade.

HENDON SCHOOL



Person Specification HR Assistant Intern

Assessed
by

Experience		
Experience of working in an Office	E	A
Experience of working in a School Office	D	A
Qualifications or Training:		
Minimum 5 GCSE's including English and Maths (Grade C or above)	E	A/T
Evidence of training reflect appropriate administrative skills	D	A/T
Excellent communication skills, both written and oral, and high standard of written and spoken English	E	A/I/T
Practical Skills		
Good level of competency in ICT (Email, Word, Excel, Power Point & Publisher)	E	A/T
Confidentiality, tact and discretion combined with a calm personality and sound judgement	E	I
Ability to prioritise workload	E	T
Ability to work under pressure	E	T
Flexible, adaptable (to work and time) and sense of humour	E	I/R
Personal Qualities & Attributes:		
Understanding of the need for confidentiality	E	I/R
Excellent interpersonal skills	E	I
Team worker	E	I/R
Excellent interpersonal skills, good telephone manner, calm approach	E	I
An interest in education and schools	D	I
I – Interview R – References T – Task A – Application Form		

HENDON SCHOOL



Hendon School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

I acknowledge that I have seen, understood and received a copy of the job description.

SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE: