

## **Tollbar Multi Academy Trust**

### **Name:**

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Multi Academy Trust's ethos to promote performance management and quality service.

### **Job Title – HR Assistant T MAT 5 - 9**

### **Responsible to – HR Manager**

### **Job Overview**

To provide personnel administrative support to the MAT, liaising with the HR Team and HR Manager. This role requires the postholder to have the ability to work to deadlines, be flexible and maintain confidentiality at all times.

### **Main Responsibilities**

Support the HR Team in all administrative duties.

1. Input of data into SIMS and other HR systems and records ensuring accurate and up to date information
2. Input of staff sickness data
3. Input of training records
4. Input into the Single Central Record
5. Personnel scanning
6. Personnel filing
7. Personnel typing
8. Assisting with recruitment procedures and activities
9. Maintaining effective Academy management systems
10. Assisting with the transition to new HR software
11. Assisting with email/telephone queries from Academies



## **General**

12. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
13. The postholder must carry out his/her duties with full regard to the MAT's Equal Opportunities policy.
14. The postholder must carry out his/her duties with full regard to the MAT's Health and Safety procedures.