



HR and Office Assistant

Job Description

Purpose:

The purpose of the role is to support the NMS office, taking calls, supporting the HR function, fully understand the functionality of the database; setting up new starter electronic files, updating records, collating the monthly payroll files and dealing with recruitment administration. The postholder will also support the CEO with organising meetings, preparing mailouts and managing the office stocks and space.

Reporting to: HR Manager

Qualifications and Experience:

- Graduate or qualified by experience
- Strong knowledge of HR / MIS or similar systems with accurate data entry skills, is essential
- Knowledge of Engage and WordPress would be useful, or willingness to learn
- English and Maths GCSE or equivalent, with strong numerical skills essential
- Schools HR experience is desirable
- Knowledge of LinkedIn and social media and ability to use these for business use
- Excellent communication skills, including a great telephone manner
- Previous school office experience is essential
- Strong use of ICT packages, particularly MS Word including mail merge, Google docs and MS Excel
- Analytical approach, attention to detail
- Ability to work constructively as part of a small team
- Ability to maintain confidentiality

General Responsibilities:

HR Administration

- Becoming the in-house expert for the HR function of the Engage database and the Engage Staff Portal; understand its capabilities and limitations and use the system to support HR systems and record-keeping.
- Setting up new starters on the Engage database, inputting data from starter forms, and uploading information

- Supporting the HR Manager in maintaining the Single Central Register for the schools; monitoring safeguarding checks from the Engage data
- Book training courses as requested and needed and maintaining accurate employee and training records on Engage
- Initiates the process of collecting the necessary ID and recruitment checks for new staff. Sending out recruitment information to applicants and new starter information to staff joining NMS, monitoring returns; prepare and set-up all new staff files.
- Assisting with the annual review of HR policies and company sign-offs; amending forms, uploading information and chasing submissions
- Managing the sickness absence process; liaising with the School Administrators for information and following up on self-certificates from staff
- Uploading job advertisements on the NMS website and other recruitment sites
- Assisting with initial calls from applicants, recruitment agencies and advertising forums
- Managing the archive process; removing paper and electronic files on agreed life cycles
- Drafting standard letters
- Producing reports on Engage
- Assisting with the NMS Induction sessions

Payroll Administration

- Collating monthly payroll information from the schools, cross-checking with Engage information for staff absences

CEO support

- Arranging meetings; coordinating diaries and office space, inviting attendees
- Assisting with mail outs and papers for meetings
- Taking meeting minutes
- Carrying out research and other ad-hoc projects as requested
- Organising team meals and other social events

Office support

- Handling all incoming NMS calls and directing these to the relevant person, taking messages where required
- Helping to keep the office and meeting room space tidy
- Ordering stationery as requested

Other responsibilities

- To contribute positively to the overall ethos, work and aims of NMS
- To establish constructive relationships and communicate with colleagues and external stakeholders
- To participate in training and other learning activities; i.e. own performance management as required, and keep up to date with safeguarding training.

- Recognise own strengths and areas of expertise and use these to advise and support others, or ask for help where needed

Working Hours:

Monday to Fridays 9:00am to 5:30pm with a 1-hour lunch break. All-year round