

Job Description

HR Assistant

Reporting to:	HR Manager
Hours of Work:	35 Hours per week
Salary:	Up to £30k DOE

Purpose & Context of Role

Working within the HR team and reporting to the HR Manager you will be the first point of contact for HR related queries and will be responsible for providing administrative support to the HR team across all aspects of the employment lifecycle.

Key Duties & Responsibilities

- To act as first point of contact for HR related queries, escalating queries as appropriate
- Provide administrative support in relation to all recruitment/onboarding activity (advertising vacancies, arranging interviews, undertaking new starter checks SSSC/PVG, processing reference requests, producing offer letters, contracts, contract changes, probation reviews, Right to Work checks etc).
- Collating information for monthly payroll submission
- Updating and maintaining HR database and management information systems
- Updating and maintaining HR files in line with employment legislation
- Preparing statistical/management information (e.g. absence, staff turnover etc)
- Prepare and issue monthly update to all staff
- Processing and administering leavers
- Administration associated with annual leave
- Provision of general administrative support including minute taking, preparing and issuing relevant correspondence, etc
- Assist with implementation of company policies and procedures
- Ongoing continuous professional development to develop knowledge of employment legislation and associated case law
- Any other duties, as required to support the work of the HR function.