



Washwood Heath
Multi Academy Trust

**HR Assistant – GR2
People Matters Team – Head Office**

Job purpose

Reporting to the Director of People & operating as an integral member of WHMAT's "People Matters Team", the HR Assistant is responsible for providing administrative support to all members of the People Matters team, so that they can help deliver on WHMAT's People Strategy 2018-2022.

The post-holder may also be required to support the transactional WHMAT team with administrative tasks as necessary.

Main responsibilities and tasks

- Compiling a termly WHMAT HR Data Return spreadsheet of key HR metrics with support from HR People Partners & circulating to Heads & Trustees
- Compiling a monthly WHMAT HR Sickness Data return with support from HR People Partners
- Keeping timely and accurate minutes at formal HR meetings as required & finalising outcome letters
- Keeping minutes at People Matters & WHMAT HR meetings & ensuring prompt circulation to relevant staff
- Co-ordinating training materials and resource packs for all WHMAT HR training as necessary
- Supporting People Partners with base academy and WHMAT HR Induction booklets
- Diary management and clerical support for HR colleagues including booking meeting rooms, co-ordinating diaries, sending out reminder emails etc.
- Maintaining WHMAT's annual HR Calendar with support from Director of People
- Maintaining and updating WHMAT's Safer Recruitment Trained List & working with heads to identify training needs in individual academies
- Preparing training packs for Safer Recruitment Training Days & co-ordinating evaluation forms and certificates
- Supporting with annual staff WHMAT Engagement Survey
- Maintaining a central bank of WHMAT HR Policies & managers' toolkits & updating documents in line with instructions
- Maintaining a WHMAT HR social media presence on LinkedIn, Twitter AND Facebook as appropriate

- Supporting with WHMAT Apprenticeships administration including liaison with learners and training providers, collating expressions of interest and updating WHMAT digital apprenticeship account
- Supporting Head Office team with internal well-being strategies
- Supporting with Perkbox administration, annual leave and/or special leave requests for People Matters team members
- Supporting with termly HR newsletters
- Keeping WHMAT website updated and helping to improve branding as an “employer of choice”
- Supporting with Freedom of Information requests & maintaining a data base of requests received.
- Carrying out ad-hoc research into HR good practice as required
- Supporting WHMAT’s People Matters and/or Transactional team with general administrative duties.

Supervision received

The post-holder reports to WHMAT’s Director of People & will receive coaching & guidance as necessary from HR People Partners and/or WHMAT’s Director of People.

Liaison with Transactional Team, CEO Head Office Colleagues, Heads of Academy, members of SLT & WHMAT employees as appropriate.

Supervision given

None – the post-holder has no direct line management responsibility.

General

- To adhere to the ethos of and contribute to the overall purpose of WHMAT, as set out in its strategic plan
- To adhere to WHMAT’s values as set out in its strategic plan
- To undertake appropriate personal professional development including adhering to the principles of appraisal
- To develop effective professional relationships with colleagues, staff and stakeholders, such as head office executives, heads of academy and senior leadership teams across WHMAT
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to an appropriate person
- To attend and participate in relevant meetings as required
- Any other duties commensurate with the grade and salary of this post which the Director of People may from time to time require.

AGREED BY

DATE.....

SIGNED.....