Crofton School

KINDNESS • COURAGE • AMBITION

Role:	**Senior HR Assistant**
Salary:	**Grade D**
Working hours:	37 hours a week (8:00am start essential)
	Term time plus 3 additional weeks; Monday – Friday
Reports to:	Director of Operations

Job Purpose:
To provide a wide range of HR support functions to assist the school in providing an efficient HR service.

Roles and Responsibilities:

- To manage all recruitment processes within the school; preparing job adverts and job descriptions, advertising vacancies, liaising with the interview panel and candidates, preparing interview questions and tasks and managing the interview schedule.
- Ensuring that relevant preemployment checks are undertaken prior to interview.
- Overseeing staff attendance and absence management systems, such as iTrent, Arbor, SAMPeople and related administration
- Managing the Return-to-Work process and associated administration, advising and supporting managers as necessary
- Monitoring staff absence triggers in line with our Absence Policy
- Handle highly confidential and sensitive information in an honest and trustworthy way.
- To act as a point of contact for staff and managers providing generic advice for less complex Operational HR issues.
- Support project work as required
- Maintaining a keen interest in employment law: keeping abreast of current changes and potential future developments that could impact on the school

General:

- Maintain a secure HR filing system and archive accurately in accordance with GDPR.
- To maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff and other information acquired in the course of undertaking duties for the school.
- Uphold the high standards of the school in all communications, including personal contact, telephone and written.
- Liaise with the Central HR team at HISP Multi Academy Trust

Safeguarding and Confidentiality:

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- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Health and Safety:

- Be fully aware of health and safety regulations.
- Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.
- Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
- Cooperate with any requirements to adhere to Statutory or other safety regulations.

Additional Duties:

- Carry out any additional duties as may be reasonably required by the Headteacher or your line manager.

Review:
This role profile will be reviewed annually during the performance management and may be amended after consultation.

Date Reviewed: November 2026

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