



Job Description

Job title:	HR Assistant
Department	AE Tuition and AE Publications
Hours:	Full-time, 37.5 per week
Location:	Vector Park Head Office, Feltham
Reporting to:	HR Manager

Job purpose

To provide full range of HR administrative support, ensuring a level of process and record keeping efficiency for the HR function. Role operates under guidance from HR Manager and requires collaborative working approach with Payroll function.

Dimensions

- Operates predominantly as office-based role, under the guidance of HR Manager. Owing to the flexible nature and requirements of the HR Manager role, this position will be subject to some standalone working, so essential to operate with a team working approach and liaise with colleagues from all areas of the business.
- HR support to two areas of the business; AET and AEP. Servicing employees from multi-location and diverse functional groups (currently three Tuition Centres requiring to be resourced accurately – requires HR administrative back up and process support in keeping with Policy guidelines and consistency.)
- Dealing with a range of data and administrative detail

Main duties

- Under supervision of HR Manager; to deliver admin support and process fulfilment across the range of HR processes, ensuring smooth and timely operation
- Check and process Disclosure and Barring Service (DBS) forms supplied by staff. Maintain the central records including all DBS checks being processed, to enable tracking and evidence of completion.
- Process all probationary, induction and appraisal documentation including, chasing outstanding information, recording forms on the HR system.
- Close working with Finance/Payroll, with dedicated time commitment at Payroll delivery time each month currently from 1st – 5th – contributing to



accurate delivery of pay process and ensuring employees receive accurate and timely remuneration

- Assist in payroll preparation by providing relevant data (absences, leave, etc)
- To maintain HR and Payroll database accurately and efficiently.
- HR and Payroll filing system to be maintained in timely and confidential manner, ensuring compliance with Data Protection.
- Keep personal files up to date, removing documents no longer needed and filing as necessary. Archiving leavers files.
- Compiling and maintaining paper, digital and electronic employee records, including holiday and sickness leaves
- Recruitment; process support, help with advertising internally & externally
- Supporting the recruiting manager with shortlisting & interviewing
- Onboarding of all new starters, issuing of contracts, receipt, and processing of new starter documents & RTW checks, completing ID checks.
- Working to comply with internal processes and practices
- Awareness of range of Employment Policies, including Disciplinary and Grievance, Absence Management, Company Sick Pay Policy etc.
- Minute taking/HR support during investigation, grievance & disciplinary meetings
- HR Customer Service; response to ad hoc issues, ensuring appropriate response and/or follow up from HR Manager
- Relationship building to contribute to harmonious working environment
- Employee Handbook; working with HR Manager to ensure most up-to-date material is included in latest versions online and in hard copy
- Reward & Recognition; providing support to the Pay Review process under guidance of HR Manager.
- HR Administration. Producing/printing letters and correspondence relating to employment contracts or changes to terms and conditions, under guidance of HR Manager
- Responding to reference requests, as per Management Policies & Procedures
- Attendance at team meetings as/when required
- Member of the Vector Park Wellbeing Team
- Liaising with external providers (e.g. CIPD Inform, BrightHR, H&S providers, etc)
- Maintenance of up-to-date organisation charts



- Adding/removing users from the company intranet portal
- responsible for ensuring employment permits for staff are processed, where appropriate

Skills/Competencies

- Strong IT skills – familiar with HR database systems, preferably BrightHR and IRIS payroll and also Microsoft Office suite of tools; Word, Excel, PowerPoint, SharePoint, MS Teams, etc
- Ability to work calmly under pressure and in a timely manner
- Ability to prioritise according to business needs
- Communicative – interpreting information clearly and liaising with others. Professional verbal and written communication capability
- Attention to detail – keen eye for accuracy
- Ability and passion to continuously improve processes and procedures
- Essential to demonstrate sensitivity to diversity and confidentiality matters
- Team player
- Initiative – requirement to operate in a standalone capacity as HR Manager will not always be physically present.
- Self-organisation and self-motivation
- Co-ordination and organisational skills
- Adaptable – positive response to ebbs and flows of Payroll cycle will be important

Knowledge & Experience

- Experience of working in an HR department with basic knowledge of HR processes essential
- CIPD Level 3 or Level 5 desirable
- Ability to deal with bulk volume of administration workload essential
- Basic level understanding of the range of employment legislation areas
- Proven experience in using computerised databases and data entry
- Proven ability to work independently and as part of a team