



# Job Description: Human Resources Assistant



## Human Resources Assistant REF: HRS022-801

### The role:

We are looking for an enthusiastic and dedicated team player to join our Human Resources (HR) team at Southport Education Group. As HR Assistant you will be responsible for providing administrative and general support services to assist in the efficient running of the HR Department. This is a great opportunity to kick-start your HR career in a small but experienced team.

### Responsible to:

The postholder is responsible to the HR Manager

### Key Accountabilities and Responsibilities:

1. To provide administrative support to the Department and respond efficiently and professionally to enquiries, relating to the work of the Department, from staff, management and the public.
2. To undertake recruitment, selection and appointment activities including, but not exclusive to:
  - Job advertising,
  - Shortlisting,
  - Interviews,
  - Selection tests,
  - Pre-employment clearances.
3. To input applicant information on to the HR/Payroll system for reporting purposes.
4. To respond to routine correspondence/emails that are received by the Department, for example reference and/or earnings requests.
5. To record sickness absence and other leave for staff.
6. To use the HR/Payroll system to access data, as required.
7. To assist with the processing and monitoring of employee changes, including starters, leavers and adjustments to hours and salaries.
8. To monitor and maintain the College's Single Central Record for employees ensuring accurate and up to date information.
9. To complete any other duties, which may from time to time, be identified as appropriate by the HR Manager.

### General Responsibilities:

1. To share and demonstrate the values of the College.
2. To undertake appropriate staff development as agreed with the HR Manager to keep abreast of developments in the Department's work.

3. To participate in cross-college activities including enrolment, exam invigilation and open events.
4. To ensure compliance with college policies, including Data Protection and Freedom of Information.
5. To be responsible for promoting and safeguarding the welfare of children and young people that this position is responsible for, or comes into contact with.
6. To follow the requirements of the College Health and Safety Policy and the Equality and Diversity Policy and to maintain confidentiality in all aspects of college business.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

#### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 2 qualification, or equivalent, in Numeracy	E	A
Level 2 qualification, or equivalent, in Literacy	E	A
CIPD qualification	D	A
IT Qualification	D	A

Experience		
Good working knowledge of Microsoft Word and Excel	E	A/As
Recent administrative experience	D	A/I

Knowledge, Skills and Attributes		
The ability to work using own initiative and as part of a team	E	I
The ability to work to deadlines	E	I
Possession of excellent interpersonal and communication skills	E	I
Readiness to be flexible and adaptable in day-to-day work	E	I
Ability to maintain confidential information	E	I
Good team working skills and a commitment to team working	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I

Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

#### Salary:

£24,567.00 (rising annually incrementally to £28,338.00) per annum

#### Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,498 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Annual leave may not be taken from 20 August until the 2<sup>nd</sup> week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

#### Timetable for Appointment:

**Deadline for receipt of applications: Monday 20<sup>th</sup> October 2025 (10.00am)**



**Interviews will be held:**

**Wednesday 29th October 2025**

### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

