



STRATHALLAN
SCHOOL

Opportunities for all to excel



Candidate Brief

HR Assistant

Both part-time (minimum of 3 days p/w) and full-time considered. To start ASAP.

Introduction

Reporting to the HR Manager, this role is perfect for a HR graduate or someone with experience in a HR administrative role, looking to further develop their career. The HR Assistant will predominantly handle HR administrative tasks, such as maintaining employee records, coordinating recruitment activities, supporting onboarding processes, and ensuring compliance with HR policies and procedures.

This is an ideal role for someone who thrives in an administrative capacity but is also eager to expand their knowledge across broader HR functions in a fast-paced, supportive environment. The school is keen to see this role develop into the role of HR Officer within the next 2 years. This timeline could be accelerated for the right candidate.

Strathallan School

Strathallan School is a leading co-educational boarding and day school with an outstanding reputation academically, in sports and the arts.



There are 610 pupils of ages 5-18, divided between Strathallan Prep School and Strathallan Senior School. There are three senior Girls' Houses and the four senior Boys' Houses and a junior boarding house. Approximately 62% of the pupils are full boarders.

The School is situated in the beautiful Earn Valley on a self-contained wooded estate of 153 acres at the edge of the village of Forgandenny. Perth is the nearest town some ten minutes away by car and

access to the motorways puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands within easy reach.

The school is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder, Harry Riley, in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

Strathallan employs 215 members of staff: 98 teaching staff and 99 support staff and 18 instructors.



Job Description

Job Title:	HR Assistant
Reports to:	HR Manager
Responsible for	N/A
In liaison with:	Employees, Senior Management Team, External Contractors, Registered Bodies.

Core Purpose:

The post-holder is expected to uphold the values and ethos of the school and act as an ambassador for the HR function.

The HR Assistant will play an important role in supporting the HR Manager and ensuring the smooth delivery of HR services across the school. This position involves a variety of administrative tasks, including recruitment, onboarding, maintaining staff records, and ensuring HR policies are followed.

In addition to these responsibilities, the HR Assistant will assist the HR Manager in the development of the staff appraisal system and support health and wellbeing initiatives. Building positive relationships and offering guidance to staff at all levels is key to this role, contributing to a welcoming and supportive environment in line with the school's values and ethos.

HR Assistant responsibilities:

Recruitment:

- **Assist with the end-to-end recruitment process:** Assist with all aspects of recruitment for both teaching and non-teaching staff. This includes ensuring adherence to school policies and legal requirements, such as safeguarding and equal opportunity regulations, while delivering a seamless recruitment experience.
- **Coordinate with various departments to identify staffing needs:** Work closely with the HR Manager to anticipate and assess staffing requirements. Collaborate to develop clear and accurate job descriptions and person specifications that align with both the role and the ethos of the school in liaison with HR Manager.
- **Advertise vacancies and screen applications:** Ensure job postings are visible on relevant platforms and pass applications to the relevant hiring manager.
- **Arrange interviews and liaise with candidates:** Assist with the organisation of interview schedules, ensuring all logistical aspects (such as venue, panel members, and materials) are prepared. Act as a key point of contact for candidates, providing timely updates and ensuring a professional and welcoming experience throughout the process.
- **Contribute to the onboarding process:** Contribute to the onboarding experience for new hires, ensuring that all pre-employment checks (such as background and safeguarding checks) are completed in a timely manner. Coordinate induction programs for new hires ensuring that induction checklists are completed, working closely with the HR Manager.
- **Complete weekly staffing grid for HR Manager presentation at SMT:** Prepare and maintain an accurate staffing grid, updating it weekly with any changes in recruitment, new hires, or staffing needs. Provide this information to the HR Manager for presentation

to the Senior Management Team (SMT), ensuring leadership has up-to-date insights on staffing levels.

Appraisal System:

- **Administer the electronic appraisal system:** Take responsibility for managing the school's appraisal system, ensuring it runs efficiently and meets the needs of staff and managers alike. Working with the HR Manager, regularly review and update the system to enhance functionality, making it more user-friendly and aligned with the school's performance goals.
- **Provide guidance to managers and staff on the appraisal process:** Act as the main point of contact for appraisal-related queries, providing training and support to both managers and staff. Ensure that all participants understand the appraisal process, including setting objectives, providing constructive feedback, and using the system to track progress.
- **Monitor appraisal outcomes, generate reports, and identify trends:** Regularly pull data from the appraisal system to track performance across the school. Analyse the outcomes to identify trends, areas for improvement, or any development needs. Work closely with the HR Manager to implement improvements or adjustments based on this data to enhance overall staff performance and development.

General HR Administration:

- **Maintain accurate and up-to-date employee records:** Ensure that all employee records, including contracts, performance data, and other personal information, are maintained with the highest level of accuracy. Uphold data confidentiality and security, ensuring compliance with GDPR and other data protection regulations. Manage regular updates and audits of the HR system to ensure data integrity.
- **Support the HR Manager in managing employee relations (ER):** Assist the HR Manager in addressing employee relations issues, including handling staff queries, providing initial advice on policies and procedures, and resolving issues in a fair and consistent manner. Help manage formal processes such as grievances, disciplinary actions, and consultations, ensuring compliance with school policies and employment law.
- **Assist with policy updates and compliance:** Support the HR Manager in reviewing and updating HR policies to reflect current legislation and best practices. Ensure staff are aware of and understand any policy changes and maintain compliance with school standards and legal obligations.
- **HR Reporting and Analysis:** Contribute to HR reporting by collecting and analysing data related to staff turnover, recruitment timelines, performance appraisals, and other key metrics as required by the HR Manager.

Person Specification

HR Assistant	Essential /Desirable
Education, Training and Qualifications	
A degree in Human Resources, Business Administration, or a related field.	D
CIPD Level 3 (Foundation) or above or working towards a CIPD qualification.	D
CIPD Level 5 (Intermediate) or equivalent qualification.	D
Experience	
Previous experience in an HR administrative role.	E
Experience managing the end-to-end recruitment process, including onboarding.	D
Familiarity with maintaining employee records and ensuring compliance with HR policies and legal requirements (e.g., GDPR).	E
Experience in managing or supporting employee relations issues, such as handling queries and providing initial HR advice.	D
Experience working in a school, education sector, or similar environment.	D
Knowledge and skills	
A strong understanding of HR policies, procedures, including knowledge of GDPR.	E
Knowledge of recruitment processes, from advertising to onboarding.	E
Strong organizational skills, with the ability to manage multiple tasks and priorities efficiently.	E
Excellent communication and interpersonal skills, with the ability to build positive working relationships at all levels of the school.	E
High level of accuracy and attention to detail in maintaining records and handling HR data.	E
Proficient in Microsoft Office (Word, Excel, PowerPoint) and HR software systems.	E
Ability to work both independently and as part of a team, demonstrating initiative and a proactive approach.	E
Ability to generate reports and analyse HR data to identify trends and inform decision-making.	D
Familiarity with safeguarding and compliance requirements in an educational setting.	D
Personal characteristics	
Professional, approachable, and diplomatic in handling sensitive HR matters.	E
A commitment to upholding the values and ethos of the school.	E
A high degree of integrity and confidentiality in dealing with employee issues and data.	E
Flexible and adaptable, with the ability to manage change and support others through it.	E

Terms & Conditions

Remuneration

The salary bracket for this post is currently £28-30k FTE, dependent on suitability and experience.

Hours of work

Full-time: Monday to Friday 09:00 to 17:00 with a one hour unpaid lunch break.

Part-time: Can be discussed. Minimum of 21 hours per week.

Holidays

FTE – 30 days per annum.

Pension Scheme

A contributory pension scheme.

Occupational Sick Pay

Occupational sick pay following the first year of service.

Benefits

- On-site parking.
- Death-in service cover.
- Free lunch during term-time.
- Discount in Art Café.
- Retail Discounts and Blue Light Card Eligibility.

Other Information

Any offer of employment will be subject to Safer Recruitment checks; suitable clearance through Disclosure Scotland's PVG scheme, the receipt of two satisfactory professional references and proof of the Right to Work in the UK.

Application Process

Further details of the [School](#) are available on the School's Website www.strathallan.co.uk

- Cover letter should indicate whether you are applying for a full-time or part-time role.
- Applications close on Friday 15th November 2024.
- Interviews expected to be held week commencing 25th November 2024.