



Job Description

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St. Helens Council

Post:	Human Resources Assistant
Post Number:	CCM35
Department:	Children and Young People's Services
Grade:	Scp 14 - 17
Responsible to:	Senior HR Assistant

Purpose of the Post:

To assist in the effective operation of a Professional Personnel and Payroll Service for Schools. To undertake a variety of personnel and payroll tasks and ensure these are completed to agreed standards.

Duties and Responsibilities:

To be responsible for the effective administration of the Council's recruitment and selection procedures. This will include all aspects of the process and to ensure that all documentation, standards and timescales are adhered to.

To advise and assist where necessary in the recruitment and selection processes for employees of all levels within schools, including appointment, promotions, terminations and resignations etc., maintain personal files and documentation to agreed standards.

Processing of pay, allowances and associated payments for all levels of employees, including the interpretation, assessment, calculation and input of data into the Human Resources systems within agreed deadlines.

Checking and actioning of payroll exceptions, queries and errors, on line warnings, sickness and maternities etc.

To advise employees, Members, clients and departments on payroll and personnel matters.

To initiate correspondence to the agreed standards and ensure that this correspondence is communicated and receipted appropriately.

To ensure that the Human Resources and Payroll systems are updated with any changes to staffing or establishment.

To maintain/update all records as required by the Authority and Governing Bodies.

Collation of sickness records for schools and monitoring and inputting of sickness along with providing advice on sickness procedures to managers.



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To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: Sept 2008