



Role Profile

Job Title

HR Services Assistant

Salary range

Point 28

Contract

Permanent, 52 weeks

Main location

Portland College

Hours and basis

37.5 hours per week

Reports to

HR Services Manager

Date of issue

November 2024

Why Portland Charity needs this role

The Portland Charity Group includes Portland College, Pollyteach and Jump Start. Portland College provides education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of campus sites in Nottinghamshire with approximately 520 staff. Pollyteach is an independent school and Alternative Provision based in Nottinghamshire, approximately 50 staff. Jump Start is an Alternative Provision based in Nottinghamshire, approximately 10 staff.

This role is responsible for providing first line HR advice, support and information for all staff across the Portland Charity Group.

What you will be doing

- Provide a first line of HR support, information and advice to all internal stakeholders during the employee life cycle, in line with internal policies and procedures and UK employment legislation, referring more complex queries where necessary.
- Manage the HR shared email inboxes, taking ownership of queries, and responding within agreed time frames.
- Accurate maintenance and production of HR documentation and employee records in accordance with internal procedures, UK employment law and GDPR.
- Minute taking at meetings and letter writing for example, formal invitations, outcome of absence meeting.
- Maintenance of the Single Central Record across the Portland Charity Group, in accordance with Keeping Children Safe in Education statutory guidance under direction from the Recruitment & Compliance Advisor.
- Maintain strict confidentiality and adhere to GDPR.
- Support production of reports and data for the HR Team and wider organisation.
- Maintenance and development of the HR intranet (HR Hub).
- Provide support to arrange training and other HR related activities and events.
- Identify and implement improvements to HR processes, encouraging a culture of continuous improvement.
- Support the Recruitment & Compliance Advisor with HR documentation audits.
- Promote a self-service first approach for internal stakeholders through the HR Hub.
- Deliver training and guidance to small groups or one on one.
- Support the HR team in project work.
- Support the processing of pre-employment checks and other recruitment activity in accordance with internal procedures and Keeping Children Safe in Education statutory guidance.



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Key results we want to see from this role

- Provide consistent and high quality first line of HR support, information and advice to all staff during the employee life cycle, in line with internal policies and procedures and UK employment legislation, Keeping Children Safe in Education statutory guidance, CQC and Ofsted standards.
- Outstanding level of customer service to internal and external stakeholders
- Use initiative and available resources to resolve straightforward issues.
- The role involves some proactive and some reactive work, work is normally reviewed on a fortnightly basis.

Dimensions of the role

- Working as part of the HR Team of circa 8 people.
- No line management responsibilities but provides first line HR support, advice and information to staff. This role has no accountability for budgets.
- Contribute towards achieving HR KPI's

Key work relationships

- Internal – Staff, Managers, Payroll, Finance, IT, Senior Management Team.
- External stakeholders – Applicants, external contacts such as Disclosure and Barring Service, Employment Law Advisors.

Working Environment

- Inside – Open plan shared office with 6 colleagues.
- Potential to work from home one day a week in agreement with line manager
- Provide cover in the office between 8.30am and 5.00pm, some flexibility required to attend occasional out of standard hours events such as meetings/recruitment events.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check relevant to the role and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Other Duties & Responsibilities

Such other duties as the management may from time to time reasonably require
The above role profile does not form part of your terms and conditions, is not all encompassing and is subject to regular review.

I have read and accept the duties and responsibilities outlined in this role profile.

Signature of post holder

Date