

Job Title:	HR Assistant
Department:	HR
Location:	Fanshaws
Role reports to:	HR Business Partner

Purpose of Role:

To support the delivery of an efficient and effective HR service across the business. The role provides administrative and operational support across the full employee lifecycle, ensuring compliance with employment legislation and company policies.

Key Responsibilities & Accountabilities

- Act as the first point of contact for general HR queries, providing accurate advice or directing queries to the appropriate team member.
- Support end-to-end recruitment and onboarding processes, including job postings, interview coordination, offer letters and pre-employment checks.
- Maintain accurate employee records on the HRIS, ensuring data integrity and compliance with GDPR.
- Prepare employment contracts, variations, and other HR documentation.
- Support payroll by ensuring all employee changes and absences are accurately recorded and communicated.
- Coordinate training and development activities, including scheduling sessions and tracking attendance.
- Assist with employee relations administration, including note-taking during meetings and preparing correspondence.
- Produce HR reports and metrics to support decision-making and continuous improvement.
- Contribute to HR projects and initiatives such as wellbeing, diversity and inclusion, and engagement programmes.
- Ensure compliance with current UK employment law and company procedures.

Knowledge & Experience

- Previous experience in an HR administrative or coordination role.
- Good knowledge of UK employment legislation and HR best practice.
- Strong organisational skills and attention to detail.
- Excellent communication and interpersonal skills, with the ability to build relationships at all levels.
- Proficient in MS Office (Word, Excel, Outlook) and experience with HR systems
- Ability to handle confidential information with discretion.
- CIPD Level 3 qualification (or working towards) desirable

The job description may be amended from time to time by Company and, in addition to duties and tasks set out in the job description, you may be required to undertake additional or other reasonable duties and/or tasks as necessary to meet the needs of the Company.