

Full job description

In Toto Ed

HR and Compliance Assistant

Full time-08:30-16:30 Monday to Friday

Annual leave entitlement 28 days inclusive of bank holidays per year (January-December).

We have a fantastic opportunity to join our In Toto Ed team in Cambridge (Fordham) and make a real difference to our student's lives. We are passionate about unlocking each student's potential by offering an alternative to mainstream education. Our vision is for every student to feel safe and happy, to achieve their potential and to have a bright future.

We teach in small groups of students aged between 11-25 with a leading dedicated and experienced teaching team, with the aim that each student is given individual attention and care. We create individual learning packages to ensure that our student's needs are supported. All of our students have Educational Health Care Plans (EHCPs).

At In Toto Ed we can provide more than just a job in education. We can offer you a career where you can develop your skills and knowledge while making a difference in students' lives.

We will support you to map out your career trajectory and help you achieve your professional ambitions. If you want to learn more about In toto ed please visit our website www.in-toto-ed.com

Job Overview

Are you a proactive and organised HR professional looking to make a real impact in a thriving school environment? In Toto Ed is seeking a talented HR and Compliance Assistant to join our dynamic team.

Key Responsibilities

- Manage the full employee life cycle, from recruitment and onboarding to maintaining accurate records and ensuring legal compliance
- Liaise with internal and external stakeholders to promote effective recruitment and employee relations
- Coordinate background checks, screenings, and onboarding for new hires
- Prepare regular reports on recruitment activities and maintain up-to-date personnel records
- Assist with the development of HR policies, documents, and onboarding materials
- Be the first point of contact for HR-related queries, providing timely and accurate responses
- Ensure compliance with health and safety regulations, including creating and overseeing site risk assessments
- Register new staff on the DBS platform, oversee full DBS check process
- Collect all relevant information for new recruits

Required Qualifications and Experience

- Proven work experience as an HR Administrator, HR Assistant, or in a relevant role
- Familiarity with Human Resources Information Systems and risk assessment procedures
- Excellent IT skills, including proficiency in Microsoft Office suite
- Attention to detail and ability to handle confidential information with discretion
- Knowledge of employment legislation and HR best practises
- Strong organisational skills and the ability to prioritise effectively
- Excellent communication skills for in-person, email, and telephone interactions

Why Join In Toto Ed?

As an employee of In Toto Ed, you will have access to a wide range of benefits and professional development opportunities, including:

- Unlimited access to an award-winning CPD platform
- Fully funded Level 3 Paediatric First Aid Qualification
- Accredited support through QTLS
- Training grants for qualifications, including NPQ, NPQSL, and NASENCO
- Cycle to work scheme, health and wellness programmes, and more

If you are passionate about supporting the growth and development of our school community, we encourage you to apply for this exciting role. Join our team and make a lasting impact on the lives of our pupils.

Safeguarding

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training. Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

Job Types: Full-time, Permanent

Pay: £25,000.00-£28,000.00 per year

Benefits:

- Free parking
- On-site parking

Schedule:

- Monday to Friday

Experience:

- IT: 1 year (required)
- Human resources: 1 year (required)
- Microsoft Office: 1 year (required)

Work Location: In person

Expected start date: 28/10/2024