

## HR Assistant (Entry Level)

**Job Title:** HR Assistant (Entry Level)

**Location:** CFBL, Kentish Town, London

**Department:** Human Resources

**Reports To:** HR Manager

**Salary:** £20 -25,000 depending on experience

**Start date:** End of August

**Overview:** The HR Assistant will support the HR Manager in ensuring the efficient operation of the HR department. This role involves various administrative duties, recruitment coordination, benefits management, and ensuring compliance with school policies. The ideal candidate will have a background in office management, experience in a French-speaking environment, and excellent organisational skills.

### Responsibilities:

#### 1. Recruitment Support:

- Liaise with hiring managers to schedule interviews and provide feedback to candidates.
- Assist in drafting and posting job descriptions.
- Screen applications and coordinate with the HR Manager for candidate selection.
- Conduct reference and background checks, including DBS checks.

#### 2. Pre-Onboarding:

- Verify right-to-work documents and ensure compliance with legal requirements.
- Add new hires to the HR system and manage pre-employment paperwork.
- Coordinate with other departments to ensure new hires are welcomed and set up (e.g., IT, facilities).

#### 3. Day-to-Day HR Support:

- Serve as the first point of contact for general HR queries from staff.
- Maintain awareness of school policies and provide guidance to employees.
- Update and maintain accurate employee records in the HR software.

**4. Benefits Management:**

- Administer employee benefits, including adding new joiners and removing leavers.
- Manage flexible benefits and ensure employees are aware of their entitlements.

**5. Leaver Management:**

- Update HR software with leaver information.
- Liaise with relevant departments to ensure the return of school property.
- Organise farewell gifts and ensure a smooth exit process for departing employees.

**6. Employee Relations Support:**

- Take notes during employee relations cases and provide administrative support.
- Assist the HR Manager in preparing documents and scheduling meetings.

**7. Compliance and Record-Keeping:**

- Ensure all HR records are accurate and up to date.
- Maintain the Single Central Register (SCR) and ensure compliance with safeguarding requirements.

**8. Ad Hoc Requests:**

- Provide administrative support for various HR projects as needed.
- Assist with organising HR events and training sessions.

**Qualifications:**

- Previous experience in office administration or management.
- Familiarity with HR processes and basic employment law.
- Experience in a French-speaking environment or fluency in French is highly desirable.
- Strong organisational and time-management skills.
- Excellent communication and interpersonal skills.
- Proficiency in Gsuite

**Personal Attributes:**

- Detail-oriented and able to handle confidential information with discretion.
- Proactive and able to work independently as well as part of a team.
- Adaptable and able to manage multiple tasks in a fast-paced environment.

**How to apply**

Please send your CV and cover letter to [recruitment@cfbl.org.uk](mailto:recruitment@cfbl.org.uk) by **15 September**.