

JOB DESCRIPTION AND KEY RESPONSIBILITIES

JOB TITLE	HR Assistant
REPORTS TO	Registered Manager/Director
RESPONSIBLE FOR	Supporting recruitment, HR administration, staff record management, and compliance with HR procedures

Main Purpose of the Role

As an HR Assistant, you will support the HR team in delivering effective and compliant human resource services. Your role will involve assisting with recruitment administration, maintaining employee records, ensuring staff files are up to date, and supporting day-to-day HR operations. You will help ensure the organisation maintains legal compliance, staff receive proper support, and the HR function runs smoothly and professionally.

Essential Requirements

- Experience in an administrative or HR support role (**minimum 6 months preferred**)
- Understanding of confidentiality and professional boundaries
- Basic knowledge of employment law and HR procedures
- Strong attention to detail and ability to manage paperwork accurately
- Good communication and organisational skills
- Proficiency with Microsoft Office (especially Word and Excel)
- Ability to prioritise tasks and meet deadlines

Please note: This list is not exhaustive. Relevant experience, transferable skills, or equivalent qualifications will be considered where appropriate.

Main Duties and Responsibilities

- Maintain and update **employee files** (digital and physical)
- Assist with issuing contracts, offer letters, and onboarding packs
- Record and track staff leave, absences, and probation periods
- Ensure all HR documentation is filed securely and kept up to date
- Help post job adverts on websites and platforms
- Follow up on reference requests, **DBS checks**, and right-to-work documents
- Support application processing and interview scheduling
- Prepare induction materials and training packs for new starters
- Ensure all mandatory training records are recorded and updated

- Follow up with staff to collect missing documentation or updates
- Assist in maintaining the HR inbox and phone line, responding to or redirecting messages
- Participate in audits of HR files and staff compliance documentation

Professional Boundaries

To ensure professional conduct and maintain trust, you must adhere to the following boundaries:

- Maintain strict **confidentiality** of employee and company information
- Do not share HR-related matters with **unauthorized individuals**
- Avoid conflicts of interest in decision-making or staff interactions
- Use work systems and information responsibly and only for work-related duties

Training and Supervision

- Attend **mandatory** HR and **safeguarding** training
- Participate in regular supervisions and development reviews
- Learn and develop skills to take on further responsibilities
- Stay informed about any changes in policies, procedures, or employment law

Health & Safety Responsibilities

Employees must comply with **Section 7 of the Health and Safety at Work Act**, ensuring their own safety and that of others. Follow all company health and safety policies and report any hazards or concerns immediately.

Promote a safe working environment, report hazards, risks, or incidents to the relevant manager without delay.

- Support a **safe and respectful** working environment for all employees
- Ensure employee records reflect any health-related needs or adjustments
- Follow all workplace **safety protocols** and encourage others to do the same

Additional Information

To undertake any such additional duties that are reasonably commensurate with the level of this post.

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post. It will be reviewed periodically to consider changes and developments in service



requirements. Any changes will be discussed fully with the postholder.

- This job description may be reviewed as the role develops or the business grows
- Flexibility is required to support HR functions during busy periods or inspections
- Other duties may be assigned that are reasonably expected within the role

Name:
Signature:
Date:

Application forms to be sent to the address below

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