

JOB DESCRIPTION & PERSON SPECIFICATION



Job Title: HR Assistant	Location: Hunmanby, UK
Department: HR	Contract: Permanent/ Full-Time
Reports To: HR Partners	Direct Reports: N/A

1.0 Job Summary & Role

The HR Assistant reports into the HR Partners providing administrative and operational support to the Human Resources team, ensuring the efficient delivery of HR services across the employee lifecycle. The postholder will provide a professional, responsive and confidential service to managers and employees, acting as the first point of contact for routine HR enquiries and escalating more complex matters to the HR Partners where appropriate.

The role supports a wide range of HR activities, including recruitment, onboarding and offboarding, maintaining accurate employee records and HR systems, payroll administration, learning and development, and general HR administration. The postholder will also provide administrative support, including note-taking, for employee relations meetings and consultation processes, coordinate training activities, contribute to staff engagement, communication, wellbeing and reward initiatives, and support HR projects and continuous improvement activities.

The ideal candidate will have experience working in a busy HR environment, with a sound understanding of HR administration, HR best practice and data protection principles. They will be confident using HR systems, have experience supporting payroll administration, and possess excellent organisational and communication skills. A proactive, resilient and customer-focused team player, they will be committed to delivering a high-quality HR service and be keen to develop their HR career. A CIPD qualification (or working towards one) is desirable.

2.0 Key Responsibilities & Main Duties

- Provide effective and timely administrative support to the HR team
- Maintain accurate and confidential employee records and HR systems
- Respond to and support routine HR enquiries from managers and employees with input from the HR Partners where needed, ensuring compliance with HR policy & legislation
- Work with the internal recruitment team to efficiently manage all new starters, ensuring right to work checks and employment referencing are satisfactory, and all relevant documents are obtained in line with current legislation, whilst ensuring compliance with GDPR
- Coordinate the new starter onboarding & induction process in line with the DSE onboarding plan
- Coordinate employee probation reviews
- Administer the leaver process ensuring exit interviews are conducted and data is collated and discussed and shared with the relevant managers, with any concerns/trends highlighted
- Support the HR Partners with the employee sickness absence process
- Assist the HR Partners with administrative support for internal investigations & formal hearings regarding conduct, capability and grievance matters, providing HR and admin support



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- Support the team with administrative tasks on organisational change processes, including restructures/redundancy/redeployment activities
- Involvement with staff development initiatives to support career progression and succession planning
- Completion of the monthly and weekly payroll documentation and provided to the finance department/external payroll provider for processing
- Work closely with the Finance Department administering correspondence in relation to family leave, benefits, allowances and time & attendance
- Administer processes involved with employee benefits & the online portal
- Support the team in meeting key performance indicators & objectives
- Support the delivery of management training, & coordinating, recording and monitoring staff training, including mandatory & employee development
- Support the introduction of new working practices & projects
- Involvement with employee engagement, communication, and wellbeing initiatives
- All other HR administration & ad-hoc tasks as required

3.0 Internal & External Relationships

- The HR Assistant will be required to build strong relationships with all internal managers and employees, across all offices and locations, with an approachable and supportive attitude
- They will also need experience of liaising with local external bodies to support partnership working

4.0 Key Performance Indicators

- Deliver accurate HR administration within agreed timescales
- Maintain high-quality employee records
- Maintain confidentiality at all times
- Provide excellent customer service to managers and employees
- Support timely recruitment, onboarding and employee lifecycle processes
- Ensure payroll information is submitted accurately and on time
- Contribute to the effective and efficient operation of the HR function

5.0 Essential/Desirable Factors

Knowledge & Experience	
Essential:	Desirable:
• Previous administrative experience, preferably within an HR and fast paced environment • Experience maintaining accurate records and databases • Experience using Microsoft Office applications, particularly Outlook, Word and Excel • Understanding of confidentiality and data protection requirements • Experience providing excellent customer service	• Experience using an HR Information System • Experience administering the employee life cycle • Experience working with payroll administration • Knowledge of employment legislation and HR policies • Maintaining HR systems and records in line with GDPR



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Skills & Attributes	
Essential: • Excellent organisational skills with the ability to prioritise workloads • Strong attention to detail and accuracy • Good written and verbal communication skills • Ability to work independently and as part of a team • Strong interpersonal skills with a customer-focused approach • Ability to handle confidential and sensitive information appropriately • Good problem-solving skills • IT literacy across Microsoft Office applications • Professional and approachable • Reliable and dependable • Flexible and adaptable • Positive attitude and willingness to learn • Demonstrates integrity and discretion	Desirable: • Skilled in using an HR Information System (HRIS) (e.g. Cascade, iTrent, PeopleHR, Workday or SAP). • Committed to equality, diversity and inclusion
Qualifications	
Essential: • GCSEs (or equivalent) including English and Mathematics. • CIPD Level 3 qualification or willingness to work towards it	Desirable:

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