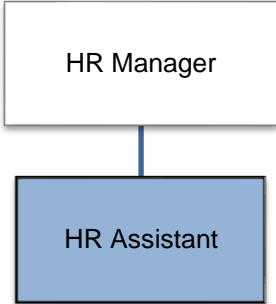


STEM Learning Limited

1. Role Particulars	
Role: HR Assistant (Maternity Cover); Part time – 0.6fte	Reports to: HR Manager
2. Organogram	
 <pre> graph TD HRManager[HR Manager] --- HRAssistant[HR Assistant] </pre>	
3. Purpose of role	
<p style="text-align: center;">Our Values: Sustainable – Innovative - Proactive</p> <p>We strive to apply our values in everything we do. We will achieve this by supporting and assisting STEM Learning in providing a professional, best practice and legally compliant human resources service which meets the current and future needs of the business.</p> <p>The primary focus of the role holder will be the administrative level processes associated with our full recruitment, onboarding and induction lifecycle; employee Learning and Development activities; HR projects and managing our HR email inbox.</p> <p>The role holder will support inclusivity and employee engagement across the organisation through a proactive approach of promoting high quality, consistent, accurate and efficient HR administrative services and best practice for all internal and external customers.</p> <p>The role holder will be encouraged to add value by reviewing our practices and introducing innovative solutions to meet the future requirements of the department and business.</p>	
4. Key Results / Accountabilities expected from role	
<p>The following accountabilities are not exhaustive and are often demand led. The frequency and complexity of the work will vary without changing the character of the role or the level of responsibility.</p> <ul style="list-style-type: none"> • Supporting the full recruitment, onboarding and induction process to ensure all new employees add value to the organisation. • Provide a professional approach to maintaining accurate and up to date employee records both hard copy and on our HR Information System (HRIS) CascadeHR, ensuring changes (and any subsequent relevant processes) are actioned correctly and in a timely manner. • Administration of the learning management system (LMS) including the issuing of mandatory training and monitoring completion. • Supporting the administration of the annual benefits renewal project. • Manage the HR email inbox. • Providing support to HR projects. • General office duties including archiving, producing documentation, disposal of confidential documents. • Any other tasks as reasonably required to fulfil the role. 	

5. Key challenges faced in the role
<ul style="list-style-type: none"> • Time management and dealing with competing priorities and pressures – ability to manage own workload and communicate clearly and collaborate effectively with colleagues to maximise outcomes. • Need to work effectively and collaboratively with internal and remote based colleagues whilst maintaining confidentiality and security of personal data. • Managing expectations of internal and external stakeholders. • Balancing priorities and resources to achieve optimum results.
6. Any other information (particular reference to planning (nature and impact), scope of impact).
<p>STEM Learning is the largest provider of support in the UK for science, technology (including computing), engineering and mathematics (STEM) teaching and learning, through the provision of continuing professional development, resources, STEM Ambassadors, online communities and other support, in partnership with a wide range of organisations and individuals. STEM Learning works with teachers, employers and volunteers to inspire and enthuse young people about STEM.</p> <p>This role is instrumental in ensuring that all colleagues across the organisation are aware of, and benefit from a high-quality Human Resources service.</p>
7. Experience and Expertise (typical educational qualification and experience)
<ul style="list-style-type: none"> • Proven administrative experience within a busy and varied workplace confidently using technology to promote efficiencies across systems and processes. • Excellent IT skills and a willingness to embrace new technologies. • Desirable: Working knowledge of HR systems and practices within a business environment. • Dynamic with a positive and enthusiastic manner. • Discretion, good judgement and the ability to deal appropriately with a range of confidential and/or sensitive matters. • Excellent written and oral communication skills, with a proven ability to interact effectively with a wide range of internal and external stakeholders. • Excellent planning and organisational skills and the ability to maintain attention to detail while working to tight deadlines and managing a varied workload in a busy environment. • Ability to work on own initiative, resilient and willing to challenge the status quo. • An appreciation and understanding of STEM education and a commitment to the vision and mission of STEM Learning.
10. Location
York. Flexibility to work from home on an occasional basis after initial 6-month induction.
11. Additional information
This role is part time, and we anticipate the hours to be worked across a minimum of 4 days to enable continuity of service for our recruitment service. We are also open to discussing other working patterns.
12. Salary and benefits
Salary: £23,700 - £25,500 per annum pro rata. Aviva Lifestyle Pension Scheme. 38 days annual leave pro rata (inc public holidays). Salary sacrifice and further staff benefits package available. Enhanced occupational absence, sickness and parental leave policies subject to length of service. Employee assistance scheme.