

Job Title: HR Executive Assistant

This is a key role within the Central Services Team of Berkshire Maestros and is an excellent opportunity for an experienced Executive Assistant to further develop their career.

The Business

Berkshire Maestros is a charitable trust and the lead organisation of the Berkshire Music Education Hub (BMEH). Each week during the academic year, the charity provides high quality music education opportunities for children and young people (CYP) across Berkshire. Nearly 6,000 students receive instrumental and vocal lessons in schools or at one of the numerous music centres located across the county. The organisation also provides opportunities for students to participate in a variety of orchestras, bands and choirs ranging from beginner to advanced groups and offers a comprehensive range of musical services to all ages, including Early Years and adults. Berkshire Maestros aims to ensure that a wide variety of musical opportunities is available to children, members of the wider community and music practitioners across the sector.

Some aspects of the hub's provision are externally funded (e.g. through the annual DfE grant), enhanced further by revenue from parents, charitable trusts, commercial sponsorship, fund-raising and from support from voluntary and community organisations. Berkshire Maestros serves the five Unitary Authorities of Reading, West Berkshire, Wokingham, Bracknell Forest and the Royal Borough of Windsor and Maidenhead. The organisation has nearly 100 contracted employees across teaching and administrative roles and works with a further 60 self-employed contractors.

Vision

All children and young people in Berkshire will experience an inspirational, high quality musical education.

Primary Job Purpose

To be responsible for the day to day company Human Resources activities, enhancing the effectiveness of the senior leadership and executive team through high quality administrative support.

Accountable to: The CEO

Principal Responsibilities:

- Facilitate the full recruitment activity life cycle for the organisation
- Embed a successful HR management platform e.g. SD Works, Dayforce
- Facilitate all aspects of staff induction
- Support the CEO and Senior Management Team in day to day people management activities developing and administering appropriate office systems
- Administer employee matters relating to, for example, absence, sickness etc
- Administer the employee counselling service (EAP)
- Ensure all staff understand and implement policies and procedures through effective and timely communication
- Liaise with the CEO and Payroll Officer to produce and issue employment contracts and self-employed agreements
- Manage annual appraisal procedures, administering pay reviews in conjunction with the Payroll Officer, liaising with colleagues to co-ordinate the line management structure
- Implement the staff training and continual professional development programme including project managing conferences, assisting with catering for visitors and events
- Be responsible for staff DBS clearance and Child Safeguarding (DSL) fulfilling the role of Deputy Designated Safeguarding Lead as required
- Provide confidential administrative support within the Senior Management Team when required
- Manage the company Work Experience/Volunteer programme

- Undertake any other duties commensurate with the post that may be assigned by the CEO

Key Requirements:

The post-holder must :

- Be educated to degree level (preferably have or be working towards CIPD qualifications, level 3+)
- Have experience or knowledge of an educational working environment
- Have previous experience of at least one year in a HR executive assistant role at a similar level
- Demonstrate a forward thinking attitude and proactive approach to continual learning
- Have a basic understanding of UK employment law with the ability to accurately operate formal procedures
- Demonstrate ability to maintain confidentiality and act with discretion and diplomacy
- Have the ability to work calmly under pressure with multiple demands in a fast-paced environment
- Have exceptional inter-personal, organisational and communication skills (oral and written)
- Be self-motivated, adaptable to changing priorities
- Be meticulous with excellent attention to detail
- Have an employee and customer focused approach
- Share and be committed to Berkshire Maestros Core Values

This Job Description reflects the current situation and does not preclude change or development that might be required in the future. Other duties may be required in line with the current and/or future needs of the business.

Benefits include:

- Competitive remuneration dependent on skills, experience and qualifications; iro £22-£28k pa FTE
- This is a full-time contracted position
- Pension
- Large team of professional and collegiate staff
- Professional Development
- Holidays: 20 days plus bank holidays (increasing annually to 25 days)
- Working Hours: 37.5 hours pw Monday to Friday (over a 52 week year); you may occasionally be required to work additional hours during periods of increased workflow (e.g. weekend/evening support/attendance at key events)

Berkshire Maestros Core Values

- Ambition and access for every child and young person
- Excellence in practice
- Commitment to our partnerships and community working
- Respect, professionalism and investment in our colleagues
- Effective and evolving communication
- Positive and proactive approach
- Determination to drive continuous improvement and embrace change

Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check. Berkshire Maestros takes the responsibility of child protection very seriously and checks the suitability of staff and volunteers to work with children. Berkshire Maestros is an equal opportunities employer.