



# Little Giraffes

Empowering Little Learners

## Human Resources Assistant

### Placement Role Profile

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## Section One: Role Overview

<b>Name of Role:</b>	Human Resources Assistant
<b>Placement Hours:</b>	<ul style="list-style-type: none"> <li>• Daily placement hours 07:45-16:15 (including daily briefings/debriefs).</li> <li>• On site and/or remote.</li> </ul>
<b>Placement Length:</b>	All HR placements should take place for a whole academic term. Dates available on our website. Longer placements are available.
<b>Reporting to:</b>	Manager and Director of Quality (Ofsted Nominated Individual).
<b>Salary:</b>	Little Giraffes offers unpaid placements that provide professional experience which may support employment opportunities in the future.
<b>Location:</b>	Bispham Hall, Warbreck Drive, Bispham, Blackpool, FY2 9LF This role is available on site for face-to-face delivery and/or remotely.
<b>Role Summary:</b>	<p>As an HR Assistant at Little Giraffes, you will assist in building and implementing our HR systems and practices to support our dynamic team and organisational growth.</p> <p>This is a unique opportunity to enhance your HR skills while helping to build an HR department for a forward-thinking, values-driven organisation. You'll gain direct mentorship, a flexible working environment and the chance to make a meaningful impact on a fast-growing company.</p>
<b>Safer Recruitment:</b>	HR Assistants on placements will need to comply with all safer recruitment requirements prior to commencing their placement and throughout their placement journey with Little Giraffes.

## Section Two: Role Description

At Little Giraffes, we prepare role descriptions in line with our core principles. Our approach ensures that everyone at Little Giraffes understands how their role supports our core principles. All roles are reviewed annually as part of our self-evaluation and continuous improvement.

Our Core Principles	Specific Role Duties
<p><b>We ensure our people and practices are SAFE.</b></p>	<p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>Support the organisation in maintaining GDPR and data protection compliance, ensuring personal and sensitive information is handled lawfully and securely.</li> <li>Assist with preparing and reviewing safeguarding-related documentation, policies and records to ensure compliance with legal and regulatory requirements.</li> <li>Support the review of contracts, codes of conduct and policies to ensure safeguarding responsibilities are clearly reflected.</li> <li>Escalate any concerns relating to data protection to the Data Protection Officer and compliance or safeguarding risks to Directors promptly.</li> </ul> <p><b>Health and Safety:</b></p> <ul style="list-style-type: none"> <li>Support the development and maintenance of health and safety HR records, such as training logs, incident documentation and compliance documentation.</li> <li>Learn how health and safety duties connect to HR responsibilities, especially during onboarding and workforce planning.</li> <li>Assist with coordinating mandatory staff training (e.g., first aid, manual handling, H&amp;S induction) and tracking completion.</li> <li>Follow established safety procedures when working onsite, reporting hazards or concerns to staff.</li> <li>Contribute to improving staff wellbeing, including supporting initiatives related to safe working environments and employee support practices.</li> </ul> <p><b>Team Development:</b></p>



	<ul style="list-style-type: none"><li>• Assist Little Giraffes in identifying staff training and development needs, helping maintain training matrices and supporting professional development planning.</li><li>• Support with recruitment and onboarding, helping ensure new team members feel welcomed and supported.</li><li>• Contribute to creating a positive, psychologically safe workplace, promoting open communication and inclusive practices.</li><li>• Provide administrative support for performance processes, such as preparing documentation or scheduling meetings under supervision.</li><li>• Participate in HR projects aimed at strengthening team culture, wellbeing and engagement across the organisation.</li></ul> <p><b>Quality:</b></p> <ul style="list-style-type: none"><li>• Support HR compliance activities, helping maintain accurate records that demonstrate adherence to employment law, safer recruitment standards and organisational policies.</li><li>• Learn how regulatory frameworks affect HR practice, building awareness of legal requirements around staffing, documentation and workforce standards.</li><li>• Assist with preparing documentation for internal or external audits, ensuring HR files are accurate, up-to-date and well-organised.</li><li>• Help embed high-quality HR practices by supporting consistency in procedures, documentation and communication across the organisation.</li><li>• Contribute to continuous improvement, helping review HR processes and suggesting ways to make them more efficient or user-friendly.</li></ul>
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**We maintain an  
OPEN approach  
within the setting.**

**Employee and Candidate Support:**

- Support prospective and new employees by assisting with onboarding processes, ensuring they receive clear information, a positive welcome and well-organised induction materials.
- Act as a supportive point of contact for candidates and volunteers, responding professionally to queries and signposting them to senior HR team members when needed.
- Help maintain a positive and inclusive experience for applicants, ensuring communication is timely, accessible and aligned with organisational values.
- Assist with gathering necessary documentation from candidates and volunteers (e.g., references, right-to-work checks, DBS documentation) under supervision.
- Support Little Giraffes in maintaining confidential and respectful communication, offering a safe space for staff or volunteers to raise questions or concerns, escalating appropriately.
- Contribute to the development of onboarding and induction materials, helping ensure processes are efficient, consistent and compliant with employment law.
- Help coordinate induction meetings or check-ins, ensuring new team members feel connected and supported during their early employment.
- Assist with maintaining accurate HR records, including personnel files, training logs and onboarding documents.

**Partnerships:**

- Support Little Giraffes in maintaining positive relationships with external partners, including recruitment agencies, training providers and volunteer organisations.
- Assist with coordinating communication with external stakeholders, ensuring information is accurate, professional and aligned with HR procedures.
- Learn how to collaborate with regulatory and compliance bodies, helping maintain accurate employment records and preparing documentation for audits or inspections.

	<ul style="list-style-type: none"> <li>• Attend HR-related meetings, networks, or forums when invited, contributing observations and learning about sector developments.</li> <li>• Support placement partners and students by helping with documentation, induction materials and basic guidance on procedures.</li> <li>• Assist with workforce transitions, such as internal moves or role changes, by preparing documentation and ensuring communication is consistent across teams.</li> <li>• Welcome visitors and external partners by representing Little Giraffes positively and professionally.</li> <li>• Contribute to the development and improvement of HR partnerships, helping identify opportunities for enhanced recruitment, training, or staff wellbeing support.</li> </ul>
<p><b>We embed FUN throughout our approach to learning.</b></p>	<p><b>Curriculum and Learning:</b></p> <ul style="list-style-type: none"> <li>• Support the development of internal training materials and onboarding resources to help staff grow in their roles.</li> <li>• Assist with identifying training needs and contributing to simple development plans for teams.</li> <li>• Help maintain learning records, ensuring staff training is tracked and compliant with organisational and legal requirements.</li> <li>• Contribute to policy-related learning updates so the team stays informed about HR procedures and employment law obligations.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• Assist in setting up and maintaining HR systems, documents and digital tools that support daily operations.</li> <li>• Help organise and update key HR resources such as policies, handbooks, role profiles and compliance records.</li> <li>• Support recruitment and volunteer management by coordinating documentation, applications and onboarding materials.</li> </ul>



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|  | <ul style="list-style-type: none"><li>• Contribute to resource planning activities, helping ensure the organisation has the staff and information it needs for effective workforce planning.</li></ul> |
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### Section Three: Role Specification

<b>Qualifications and Training:</b>	<b>Essential</b>	<b>Desirable</b>
GCSEs (or equivalent) including English and Maths.	X	
Currently studying (or interested in studying) HR, Business, Psychology, Sociology, or a related field.	X	
Willingness to complete training in HR procedures, safeguarding basics and confidentiality requirements.	X	
A-Level or Level 3 qualification in Business, HR, or Social Sciences.		X
Introductory coursework in HR, employment law, or organisational behaviour.		X
Training in data protection (GDPR), diversity and inclusion, or communication skills.		X
<b>Experience:</b>	<b>Essential</b>	<b>Desirable</b>
Experience with administrative tasks, record-keeping, or organising information (school, work, or volunteering).	X	
Experience using Microsoft Office, especially Word and Excel.	X	
Experience supporting recruitment, onboarding, or volunteer coordination (even informally).	X	
Experience working with confidential information.		X
Customer service experience or handling queries from the public.		X
Experience using HR or database systems (or willingness to learn).	X	
<b>Skills and Abilities:</b>	<b>Essential</b>	<b>Desirable</b>
Strong interpersonal and communication skills.	X	
Good organisational skills and attention to detail.	X	
High levels of initiative, adaptability and problem-solving.	X	
Ability to work collaboratively and build positive working relationships.	X	
Ability to analyse information and present it clearly (e.g., in reports or spreadsheets).		X
Interest in people development, wellbeing and organisational culture.	X	
<b>Knowledge and Understanding:</b>	<b>Essential</b>	<b>Desirable</b>
Basic understanding of HR principles (e.g., recruitment, onboarding, policies).	X	
Awareness of confidentiality, data protection and GDPR.	X	

Willingness to learn about employment law, safeguarding basics and HR compliance.	X	
Introductory knowledge of recruitment processes or safer recruitment principles.		X
Understanding of workplace wellbeing, culture, or employee engagement.	X	
Familiarity with safeguarding concepts or multi-agency working (high-level awareness only).		X
Knowledge of risk assessment, emergency preparedness and health and safety practices.		X
Interest in HR policy development, staff training, or organisational development.	X	
<b>Little Giraffes All Roles:</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to equality, diversity and inclusion.	X	
Commitment to our core principles and values.	X	
Commitment to continuous personal development and completing sector leading training.	X	
Commitment to meet the needs of the organisation including during periods of change.	X	
Commitment to safer recruitment including obtaining and maintaining a satisfactory Enhanced DBS and medical clearance.	X	

## Section Four: Appendixes (Separate Documents)

4.1 [Brand Values](#)

4.2 Safer Recruitment Policies