Job Description: People and Culture Assistant: DEI and Development

Overview

Location: Chiswick
Reports to: People and Culture Partner
Contract Type: Part-Time (0.5fte) / Permanent
Salary: £32k FTE

The People and Culture Assistant provides administrative and operational support across the People and Culture function, with a focus on DEI and Employee Development. As an educational organisation it is vital that this role ensures that People processes are accurately administered, statutory requirements are met, and the organisation maintains a high standard of operational compliance.

The post-holder will support the People and Culture Advisor and the People and Culture Partner in delivering a seamless People service related to coordinating training sessions, assisting in the development of inclusive policies and culture, and providing administrative support to ensure the effective operation of our People and Culture function.

Key Responsibilities

1. DEI Support

- Assist in the development and implementation of DEI strategies and initiatives.
- Coordinate and support DEI training sessions, workshops, and events.
- Monitor and report on the effectiveness of DEI programmes
- Act as point of contact for staff regarding DEI matters.

2. Learning and Development Support

- Coordinate training sessions and workshops.
- Assist in the development of training materials and resources,
- Support the evaluation of training effectiveness and identify areas for improvement.

3. Compliance and Record-Keeping

- Maintain accurate People Service records, personnel files, and HRIS data across the employee lifecycle.
- Maintain training records and track employee development progress.
- Maintain and update DEI-related documentation and records.
- Assist with statutory reporting and compliance audits.
- Ensure GDPR and data protection requirements are upheld at all times.

- Maintain up-to-date knowledge on compliance requirements in education.

4. Operational Support

- Provide general administrative support to the People and Culture team.
- Coordinate meetings, training, and People Team communications.
- Assist with onboarding, induction, and other employment processes, ensuring all documentation and compliance requirements are completed.

5. Attention to Detail and Quality Assurance

- Ensure accuracy and attention to detail in all People Services and the associated administration tasks.
- Check and review documentation, forms, and records to maintain compliance and high operational standards.

Candidate Profile

Essential Experience & Skills

- Experience in a People Services, administration, or learning and development support role.
- Knowledge of applying safer recruitment processes, learning and development organisational practices, DEI best practices, and employment law basics.
- Exceptional attention to detail and organisational skills.
- Ability to follow procedures and ensure compliance.
- Good written and verbal communication skills
- Professional, reliable, and trustworthy.
- Discreet and able to maintain confidentiality.
- Committed to safeguarding, inclusion, and organisational values.

Desirable Experience & Skills

- Level 3 or higher qualification in HR/Learning and Development/DEI
- Experience using HRIS or administrative systems.
- Understanding of implementing institutional values through People Services.

About the Organisation/Safeguarding

ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s.

ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in I986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The Day School and Sixth Form remains the leading school of its kind in the UK with all students possessing outstanding creativity and dedication. Academic results and vocational success are significant, and our Value-Added return is in the top 1% nationally. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.

In additional to vocational training and significant success in the creative arts, each year a number of ArtsEd students move on to Russell Group universities where they study a range of more traditional academic subjects, including English.