

MEET JESSICA DUNN

HR ASSISTANT & OFFICE SUPERVISOR

WHAT IS A HUMAN RESOURCE ASSISTANT?

A HR Assistant provides human resources support to staff members and the business. Jess handles a variety of administrative and clerical duties and ensures all employee records are correct and up to date. Jess supports with the day-to-day running of the department. Jess also manages the Front of House / Receptionist.

Her role involves:

- Recruitment and the Recruitment process
- Holidays
- Working closely with Management in areas such as: Training, Reviews, Career Pathways and growth in the business
- Financial transactions and Payroll matters
- Supervision of the office and the team
- Helping staff with their own Personal Development Plans and goals
- Staff events and staff wellbeing and welfare
- Probation and Review Processes
- Electronic storage of all Personnel documents

Jess works closely with all staff to ensure they have all they require to either start their journey with Katherine Harriet or ensuring that they are meeting their personal goals through progression pathways through the business. What makes Katherine Harriet different is the support, guidance and advice staff receive and the culture of 'our staff, our assets'. Jess fully supports this and you can see by her manner and kindness with the staff that she truly wants them to succeed in all they do. Being a HR assistant Jess is required to be extremely organised and efficient. Jess also has good communication with our Clients dealing with concerns and queries. Jess enjoys the relationship she has with the staff and Clients.

GET IN TOUCH

Email: info@katherineharriet.care
Website: www.katherineharriet.care
Address: 9 Broad Street, Hereford, HR4 9AP
Telephone: (01432) 483083



HOW DID JESS GET HERE?

Jess has worked in the Healthcare Sector since 2011 in care homes and community care. Jess joined Katherine Harriet in 2018 and since then has gone from 'strength to strength'. Having been interviewed through Riverside Training Group for the role, Jess was very keen on the position at Katherine Harriet having enjoyed her time in the Healthcare Sector.

Jess joined as an Apprenticeship initially and very quickly completed her Diploma in Health and Social Care Level 3 working in the Administration Department assisting with a variety of duties.

WHERE HAS THIS TAKEN HER?

Having completed her Apprenticeship at the more mature age of 28 years old, it was very clear to Katherine Harriet that Jess had an ambition to learn and progress. In 2020 Jess embarked on a CIPD in Human Resources Practice Level 3 to enhance her HR skills and further her knowledge in this area. In 2021 Jess completed her qualification. Jess continues to develop and her next route will be to further her Management training with additional training in this area, leading to a Management role.

WHAT ADVICE WOULD YOU GIVE TO OTHERS?

" Starting a career at Katherine Harriet was the best decision I made 3 years ago, The company has given me so many opportunities to grow and develop myself professionally and has enabled me to help others grow professionally within the HR role. It is a highly rewarding role to work alongside so many great Wellbeing Assistants and individuals on their own career journey and I enjoy being able to help them on their journeys but also achieving mine too"