

Job Description

Teachers and Support Staff

Role:	Bingley Cluster HR Officer
Schools:	Beckfoot School, Hazelbeck School, Beckfoot Priestthorpe Primary school
Salary/Grade:	Band SO1
Reporting to:	Cluster Business Manager

Core Purpose of the Post:

To deliver a high-quality professional, flexible, effective and constructive human resources function to Beckfoot School, Hazelbeck School, Beckfoot Priestthorpe Primary schools and the central team, supporting the development and implementation of HR initiatives and systems.

The Cluster HR Officer is responsible to the Cluster Business Manager from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff to ensure continuation of essential services.

To provide prompt and effective advice and access to services provided by the school, Beckfoot Trust and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with staff on more complex requests.

This is a school based role that will involve contact with children.

Main Duties and responsibilities:

Provide a high level of human resources support to the schools in the Cluster including:

Recruitment and Selection

- To manage the Recruitment and Selection process ensuring delivery of effective, efficient and consistent processes across the Trust, based on standard Beckfoot Trust templates.
- Ensure that all recruitment and selection processes are carried out in line with safer recruitment, legislative, GDPR and best practice requirements.

On-boarding and Contractual

- To lead on the on-boarding process for all new starters, ensuring all employees joining the Trust are issued with an offer letter and contract in line with the terms and conditions of their employment in a timely manner.
- Ensure that all pre-employment checks are completed for new members of staff and communicated to the Headteacher/Manager in a timely manner
- Manage the payroll returns and checking processes are accounted for, such as new starters, variation to hours, flexible working amendments, pension changes and other contractual amendments, ensuring audit requirements have been met and staff are issued with an updated variation of contract. Undertake compliance staffing checks.
- Maintain the personnel databases (SIMS, Civica, Orovia) to reflect staffing and changes to contracts.
- Liaise regularly with colleagues across the cluster to ensure new starters induction processes are completed.

Safeguarding

- Ensure that all statutory checks and processes are in place for all staff, volunteers and visitors.
- Maintain a confidential accurate single central record (SCR).
- Working with the Cluster Business Manager, undertake an audit of the SCR on a monthly basis highlighting any errors or areas for improvement, and following these up with relevant staff members.

Apprenticeships

- Manage the HR element of the Apprenticeship Portal.
- Source and liaise with training providers as needed, whilst communicating this with line managers and Headteachers/Central Service Managers.

Other duties

- Monitoring and reporting on staff absences and ensuring that effective processes such as return to work, absence meetings etc are correctly and effectively followed by staff and line managers to ensure improving attendance.

- Have an overview of current Employment Legislation and statutory guidance on HR related matters across the Trust.
- Lead on mid-year and annual appraisals for your team, ensuring that clarity and understanding of role is embedded. Be willing to share your ideas in developing our service and support with the implementation of projects.
- Knowledge share and provide support and guidance to other members of the HR team as and when required.
- To ensure the Finance Department are kept up to date with all contracts and variations to pay.
- Coordinate the annual school workforce census.
- Attend meetings and represent the HR function when required.
- Support Headteachers by monitoring mandatory and statutory training requirement.
- Being actively involved in exit processes when required.

The above list is not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Supervision and range of decision making:

- Will work under own initiative, sometimes under supervision (however this may be remote as at times they may be asked to support at other schools within the trust), working to the priorities set by the Cluster Business Manager
- Undertaking full line management responsibilities where required.
- Day to day decisions regarding the organisation of the cluster HR function and school responsibilities. The postholder is expected to undertake these activities with minimum supervision as they arise, liaising with senior members of staff to verify/seek authorization for action.
- To contribute to the overall mission of the trust.
- To support/assist in the supervision of students on work experience, trainees and voluntary helpers.

Communications and working with others:

- To demonstrate excellent communication skills.
- To always work collaboratively for the benefit of the Trust.
- Provide HR advice and guidance to staff.

Resources:

- Operate relevant equipment ICT packages and databases.
- Manage and maintain storage of files, stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake routine financial administration.


Professional development:

- To participate in training opportunities and professional development as required.

Other Considerations:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead (DSL) or the Headteacher.
- To be aware of, and comply with, confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team within each establishment.
- Accept and commit to the principles underlying the Schools equality policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, parents/carers, external providers etc.
- You are expected to be aware of health and safety policies and procedures
- Report all concerns to an appropriate person.

Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> • Express themselves fluently and spontaneously at length effortlessly. • Explain difficult concepts simply without hindering the natural smooth flow of language. • Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school. 	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	13/12/2021

Person Specification Teachers and Support Staff			
Role:	Cluster HR Officer		
	Essential Requirements	How Identified	
Qualifications	GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2. CIPD Level 3 or willing to work towards the qualification.	Application	
Experience	Experience of school based HR functions and Teacher Terms and Conditions would be desirable Working across multi sites Experience of using management information systems	Application References Interview	
Training	Awareness/knowledge of productivity tools and processes – working smartly Awareness of Multi Academy Trusts	Application Interview	
Knowledge, Skills and Ability	Awareness/knowledge of productivity tools and processes – working smartly To lead and work constructively as a part of a team To have excellent communication skills particularly written. Effective ICT skills and software applications within an office environment. Full knowledge of relevant policies and guidance and awareness of relevant legislation. Be up to date with current practice relevant to the role Ability to interpret information and to devise policy/practices. The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines. Evidence of continuing and relevant professional development. Ability to relate well to children and adults. To be responsible for promoting and safeguarding the welfare of children and young people within the school.	Application Interview	
Personal Circumstances	Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) Must have the ability to be flexible and work to the requirements of a busy school Interest in the school's wider role in the community	Application Interview	
Disposition and Attitude	A passion for education and a deep-felt desire to make a difference for young people. To like young people and be liked by them To possess educational vision underpinned by values To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'. Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example. Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself. Understand the importance of work/ life balance. Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire for significant professional development.	Application Interview References	
Physical	Resilient Excellent attendance and punctuality.	References Interview	

Equality

A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.

Application
Interview