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| **Job Description** |
| **Department:** | HR and Administration  |
| **Post Title:** | **HR and Administration Officer**  |
| **Salary Scale/Range** | NJC Scale 6 Point 18 – 22 |
| **Hours**  | 37 hours per week. Term time only plus 2 weeks  |
| **Permanent/Fixed Term** | Permanent |
| **Post Responsible to** | School Business Manager  |
| **Posts Responsible for** | No responsibility for staff  |

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| **Job Purpose:**To deliver a highly professional, effective and efficient HR and Administration service to the Academy School ensuring that all duties adhere to best practice and meet all statutory and regulatory requirements.**Key Responsibilities & Accountabilities** The following may be carried out in this role, but are not limited to: Provide confidential HR administrative support, including the preparation of documents and reports. Manage the Human Resources email inbox and telephone queries in a friendly and professional manner, providing excellent customer service. Assist line managers with absence management best practice.Supporting employee engagement, retention and wellbeing activities across the school. Draft and coordinate the posting of job advertisements for teaching and support job vacancies via internal and external job boards and social media. Ensure all Human Resources templates are up to date in respect to safeguarding and legal requirements and are fit for purpose. Manage recruitment activities in accordance with the Trust Recruitment Policy ensuring we maintain transparent and fair practices. Manage the administration of the on-boarding process for new employees following the Trust’s Safer Recruitment procedures.Liaise with all managers to ensure induction programmes are in place and monitor. Liaise with new starters and their line managers regarding probationary periods.Liaise with the Trust occupational health provider for staff referrals and employee assist programme for staff referrals and enquiries.Manage the administration of the employee lifecycle administration including leavers, contract changes and secondments. Assist payroll by providing relevant employee information (e.g. leave of absence, sick leave and variations to pay)Maintain staff records on the HR information system and other management information systems as appropriate, for example, updating staff sickness, leave of absence and holiday requests.Supporting the SIMS Manager with the School Workforce Census Monitor effectiveness of advertising for external and internal job adverts.Take notes, minutes and actions at HR related meetings. Ensure trust wide compliance with Keeping Children Safe in Education safer recruitment guidelines. Build effective relationships with key stakeholders to ensure a seamless and efficient service is provided at all times. In addition, be willing to undertake any other miscellaneous work, deemed suitable by management of the Trust **Other**1. Be collaborative and flexible in your approach and able to change with the evolving nature of ELT in an inclusive and adaptable way.
2. Act in a professional manner with high levels of confidentiality and diligence.
3. Be considered, inclusive, and holistic in the approach to delivery/outputs.
4. Assist in maintaining effective and efficient filing structures.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.***This job description is renewed on a regular basis at the time of the Annual Performance Review to ensure it accurately reflects the role being undertaken****.* |
| **Professional Development** * Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date.
* Be a professional role model, and understand and promote the aims and the values of the Trust.
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| **Safeguarding and Promoting the Welfare of Children and Young People** * The HR and Admin Officer is required to adhere to the statutory guidance ‘Keeping Children Safe in Education’ and follow all of the Trust’s policies and procedures in relation to safeguarding at all times.
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| **Data Protection** * The HR and Admin Officer is expected to comply with the provisions of GDPR and the Data Protection Act 2018, the Freedom of Information Act and follow all of the Trust’s information governance policies and procedures at all times.
* Any information the HR and Admin Officer has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust’s Data Protection Policy. Nothing shall prevent the HR and Admin Officer from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.
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| **Equality and Diversity** * The HR and Admin Officer is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
* The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.
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| **Health and Safety*** The HR and Admin Officer has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
* The HR and Admin Officer must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust’s health and safety policies and procedures at all times.
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| Staff Member Name |  |
| Signature |  |
| Date |  |
| Manager Name |  |
| Signature |  |
| Date |  |

*The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.*