

HR and Operations Assistant - Job Description and Person Specification

Job Title:	Human Resources and Operations Assistant
Reporting to:	Director of HR, ODBST
Key Relationships:	Contact and liaison with schools in ODBST and pipeline schools as well as colleagues in the ODBST shared services team and external providers.

Job Purpose

The post holder will support the Operations team and the HR team in delivering an effective service to member (and prospective) ODBST schools and contribute to the delivery of the ODBST's overall aims and objectives.

Principal Accountabilities:

1. Provide administrative support to the Operations team
2. Provide administrative support to the HR team
3. Contribute to the delivery of projects and support the wider ODBST team

Duties and Responsibilities

1. Provide administrative support to the Operations team

- Monitor Health and Safety checks in schools by logging data, reporting on completion rates, sending reminders and carrying out relevant administration.
- Support the smooth operation of the management information system across the Trust by responding to queries and escalating issues as appropriate.
- Provide accurate and efficient administrative support for operational tasks, such as updating databases and spreadsheets and producing letters
- Support the Operations team in the delivery of the strategic plan and any projects that underpin it.
- Liaise with suppliers or third parties as required.
- Support the operational processes for onboarding new schools into the Trust.
- Support with general operational queries.
- Carry out any other duties and responsibilities as required in line with operational needs.



2. Provide administrative support to the HR team

- Provide an efficient HR administration service for the shared services team and schools as required, ensuring data is recorded accurately and in line with legislation.
- Produce offer letters, contracts of employment and contract changes as required.
- Ensure new starter checks are completed and support the maintenance of the Single Central record for the shared services team.
- Be responsible for recruitment administration, including posting job adverts, producing letters and sending for references.
- Maintain an effective electronic filing systems for HR records and documentation.
- Support the HR team in the delivery of the strategic plan and any HR projects that underpin it.
- Provide effective HR support to onboard new schools into the Trust, including coordination of the TUPE process.
- Support the periodic review of ODBST employment related policies and procedures.
- Work with the HR team to support casework as required, for example absence management, employee relations and restructuring.
- Develop template documents and procedures to drive efficiency and ensure compliance with HR best practice and statutory legislation.
- Support the development of HR training materials.
- Carry out any other duties and responsibilities as required in line with HR needs.

3. Contribute to the delivery of projects and support the wider ODBST team

- Provide administrative support to the wider ODBST team to support the delivery of projects as required
- Comply and fully co-operate with the relevant health & safety policy
- Comply with ODBST's data protection policy
- Take a proactive approach to continuous professional and personal development
- Carry out any other duties and responsibilities as reasonably required

Contact with others

Internal

- The post holder is accountable on a day to day basis to the Director of HR with a dotted line to the Chief Operating Officer
- Members of the ODBST Shared Services team
- Headteachers, Governors, Business Managers and staff in schools

External

- Officers from Local Authorities, particularly Buckinghamshire Council and Milton Keynes Council
- Contractors, consultants and other third-party service providers
- Union officials and representatives
- Oxford Diocesan Board of Education (ODBE) and Finance (ODBF) staff
- Headteachers, Governors and Business Managers from prospective schools



NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBST to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification – knowledge, skills and competencies

Qualifications:	Essential	Desirable
GCSE Maths and English at Grade 4 or above or equivalent	✓	
Knowledge and Skills:		
Excellent IT skills with working knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook	✓	
Effective verbal, written and listening communication skills	✓	
Strong organisation skills with ability to prioritise, work under pressure and meet deadlines	✓	
Experience:		
Experience in an administrative or customer focused role		✓
Personal aptitudes:		
A positive outlook with the energy, drive, enthusiasm and determination to succeed	✓	
Proactive, receptive to new ideas and adaptable to change	✓	
Ability to work independently with minimal supervision and as a supportive member of a small team, acting flexibly to support colleagues at pressure points	✓	
Excellent attention to detail	✓	
Ability and drive to provide excellent customer service	✓	
Enthusiasm and commitment to working within a growing organisation	✓	
Ability to work within the ethos and values of ODBST	✓	
A professional, sensitive and confidential approach to work	✓	

GENERAL INFORMATION

Remuneration	Current apprenticeship rate
Hours of work	37 hours per week, to be split between working and apprenticeship training A flexible approach to working is expected.
Place of work	Based at the Office, Moat Farm, Marsh Lane, Stoke Mandeville, Buckinghamshire, HP22 5UZ. Some home working will be possible.
Holidays	The annual leave allowance is 24 days plus public holidays.



Pension Provision	Local Government Pension Scheme (LGPS) 2014
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, one month and thereafter, one month from employer and one month from employee, or the statutory minimum (whichever is greater)
Circumstances	• Offer of appointment will be subject to a successful DBS certificate and safer recruitment checks. • 18 month fixed term contract • Apprenticeship appointment

Date of review: June 2022

