

Location: Redhill Academy Trust's Central Offices, Calverton, Nottingham

Salary: The Redhill Academy Trust Pay Scale, Band 8 SCP 36 - 40

Hours of Work: 37 hours per week, all year round

Responsible to: HR Manager & HR and Recruitment Team Leader

Post Objective: The production of accurate and timely Human Resources administration in accordance with statutory regulations. To ensure accurate data entry and statistical reporting in accordance with the needs of the Trust.

Main Duties and Responsibilities:

- To be the first point of contact for all HR administration and recruitment queries from Operations Managers, Headteachers PA's and candidates.
- To provide professional recruitment advice to Headteachers, Operations Managers, Headteachers PA's and candidates in accordance with statutory regulations including Keeping Children Safe in Education (KSCIE).
- To assist in the provision of a fast, accurate and professional Human Resources administration service for the Trust.
- In liaison with the HR Manager, HR Officer, Headteachers' PA's and Operations Managers prepare advertisements, advertise vacancies, prepare and send out job details and obtain references.
- Once an appointment has been made, request DBS check, overseas police checks (where applicable), medical questionnaire and right to work clearance and all other safer recruitment checks i.e. Teachers prohibition checks, section 128 checks etc.
- Produce contracts of employment following Trust templates.
- Set up, maintain, and periodically audit electronic files for new employees ensuring compliance.
- Support Ofsted inspection preparation, auditing files and providing documents as required during inspection.
- To action as appropriate all starters, leavers and changes to terms and conditions, in liaison with the Operations Managers.
- To update and monitor employment records on the HR Software.
- To support with the administration of the Teachers and Support staff performance management processes and school workforce census.
- To support with the administration of the Trusts' Job evaluation process including participating in Job evaluation panels.

- To actively develop the Trusts' applicant tracking and on-boarding systems, to ensure it remains within statutory regulations and KCSIE.
- To populate and maintain all Trust Schools' Single Central Records in accordance with KCSIE.
- To support the HR Manager with any ad hoc administration tasks and HR reporting.

General

- Liaison with other departments and other operational support staff over matters relating to HR and whole-academy issues.
- To uphold and actively support the Trust's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.

HR and Recruitment Officer

Person Specification

	Essential	Desirable
Qualifications, Knowledge & Experience	Hold a CIPD level three Qualification Minimum of 5 GCSE's A* - C including English and Maths or equivalent Minimum 2 years' experience in an admin role Experience of working to Policy and Procedures Experience of working with third party service providers Organised with good attention to detail and experience of managing electronic and paper filing systems Competent in the use of Microsoft Office applications including Excel.	Hold a CIPD level five Qualification or be willing to work towards. Minimum of two years' experience working in a HR Support role. Basic understanding of employment law. Understanding of safer recruitment in a school context. Experience of working in a school or other educational setting.

Skills, Abilities and Personal Qualities	Ability to prioritise tasks, manage time effectively and meet deadlines Ability to cope effectively in a busy, demanding role Proven ability to maintain confidentiality in all aspects of work Ability to manage stakeholders and third party service providers Excellent communication skills both oral and written Able to provide a high level of customer service to stakeholders Able to use own initiative within a busy, diverse team Willingness to further develop through appropriate CPD, such as CIPD Professional Certificate in Human Resource Management Flexible and positive attitude to work	Keen interest in developing HR systems
Suitability to work with children	Enhanced DBS clearance is required for this position Eligible to work in regulated activity with children	