

Job Description

HR Assistant / Administrator

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| Reporting to: | HR Manager |
| Liaising with: | Trust Senior Leadership Team (SLT), Head Teachers, other colleagues, Trustees, Governors, NRCDES and suppliers |
| Grade/Salary: | Band 2 |
| Hours of work: | 37 hours per week |

Core Purpose

- To support and assist the HR team in providing a forward thinking, responsive and professional service ensuring the Multi-Academy Trust (MAT) remains compliant at all times with employment law, health and safety, conditions of service, professional standards, policies/procedures, Bishop Memorandum and best practice.

Specific areas of responsibility and key tasks:

Employee Relations (ER) Support and Assistance

- To provide an initial response HR helpline service to all academies within the Trust on capability, disciplinary, grievance, restructure, dignity at work, diversity, equality, sickness and other absence cases. Escalate to the HR Officer or HR Manager as necessary.
- To prepare bundles of documents relating to ER cases, including hearings and appeals.
- To draft and issue template letters on ER matters.
- To support on-site visits to academies, such as note taking and return to work meetings if required.
- To provide initial advice on absence management, helping to interpret sickness information/data, signposting to template letters, policies/procedures and to the Trust employee assistance service.
- To assist with occupational health referrals ensuring they are administered efficiently and fit notes (statement of fitness to work) are kept up to date and cover all periods of sickness absence.
- To provide administrative support to ensure the efficiency of the associate pool for outsourced services, such as investigations, mediation and well-being initiatives.
- To ensure that all HR advice and support is in line with the Key Performance Indicators (KPI's) in the HR Service Level Agreement (SLA).

HR Training and Development

- To assist the HRM and HRO to arrange a HR training and development programme for Head teachers, senior leaders, managers and governors including supporting the booking of venues, organising invites to training, facilitating bookings, gathering training materials, issuing evaluation forms and analysis of feedback.
- To provide HR support to ensure the delivery of innovative training workshops.

HR Policies, Procedures and Management Toolkits

- To format and interpret HR policies, procedures and utilise the management toolkits and flowcharts and ensure they are available to all academies within the Trust.
- To support the updating of the Trust pay and reward policy and ensure this is available to all academies within the Trust.
- To provide initial advice on CES and Trust policies and procedures on the HR helpline to all academies, signposting Head teachers, SLT and others as necessary.

Compliance

- To ensure that all initial advice from the HR helpline is in line with employment law and relevant policies/procedures and CES contract of employment.
- To provide HR administrative support to ensure the timely submission of the statutory annual return to the Department for Education (DfE) and other agencies.
- To provide HR administrative support to ensure the Trust complies with its statutory responsibilities for reporting on HR and employment matters eg academies handbook, equality and collating bundles of evidence regarding teacher misconduct case referrals to the National College for Teaching and Learning (NCTL).
- To ensure accurate employee records are securely maintained on the HR system and are held in accordance with the General Data Protection Regulations (GDPR).
- To provide HR and administrative support to maintain the single central record and to support the safeguarding of young people

Induction, Talent/Performance Management and Well-being

- To support an effective induction programme for teaching and associate staff.
- To support the consistent application of performance management by monitoring annual completion rates and review periods.
- To support the delivery of well-being and talent management initiatives, such as organising events at Trust or staff training days.

Recruitment and Retention

- To work alongside Head teachers and senior leaders to agree advertising job campaigns, liaison with recruitment agencies to ensure a strong candidate experience and administering the Trust vacancy website bulletin.
- To collate and issue timely candidate application packs to support the recruitment of new staff.
- To support the recruitment panel with suitable assessment methods for each vacancy, provide candidate application forms and other shortlisting information to the panel in an efficient manner.
- To invite shortlisted candidates to interview and ensure references are available for the panel.
- To ensure pre-employment checks are compliant, such as Disclosure and Barring Service (DBS)
- Right to Work (RTW), references, medical and verification of Qualified Teacher Status (QTS) and other qualifications.
- To update the HR system with the outcome of the interview process, prepare an offer letter and CES contract of employment on behalf of the Trust and all academies and ensure they are issued in line with the SLA standards.
- To ensure exit questionnaires are issued to all leavers and data collated to analyse and support the reduction of staff turnover.
- To update the single central record and ensure this is compliant with safeguarding and Ofsted requirements.

Reports and Workforce Statistics

- To produce monthly, quarterly and/or annual reports and workforce statistics/dashboard to the executive team, Head teachers and senior leaders on the following:
 - Employee satisfaction survey
 - Return to work interviews
 - Sickness and leave of absence
 - Head teacher, teacher and associate staff turnover
 - Number of Headteachers, senior leaders, teaching and support staff recruited/promoted
 - Number of ER cases and length of time to resolve for ER cases including grievance, disciplinary capability, sickness, dignity at work
 - Induction programme information
 - Impact of talent management and HR processes

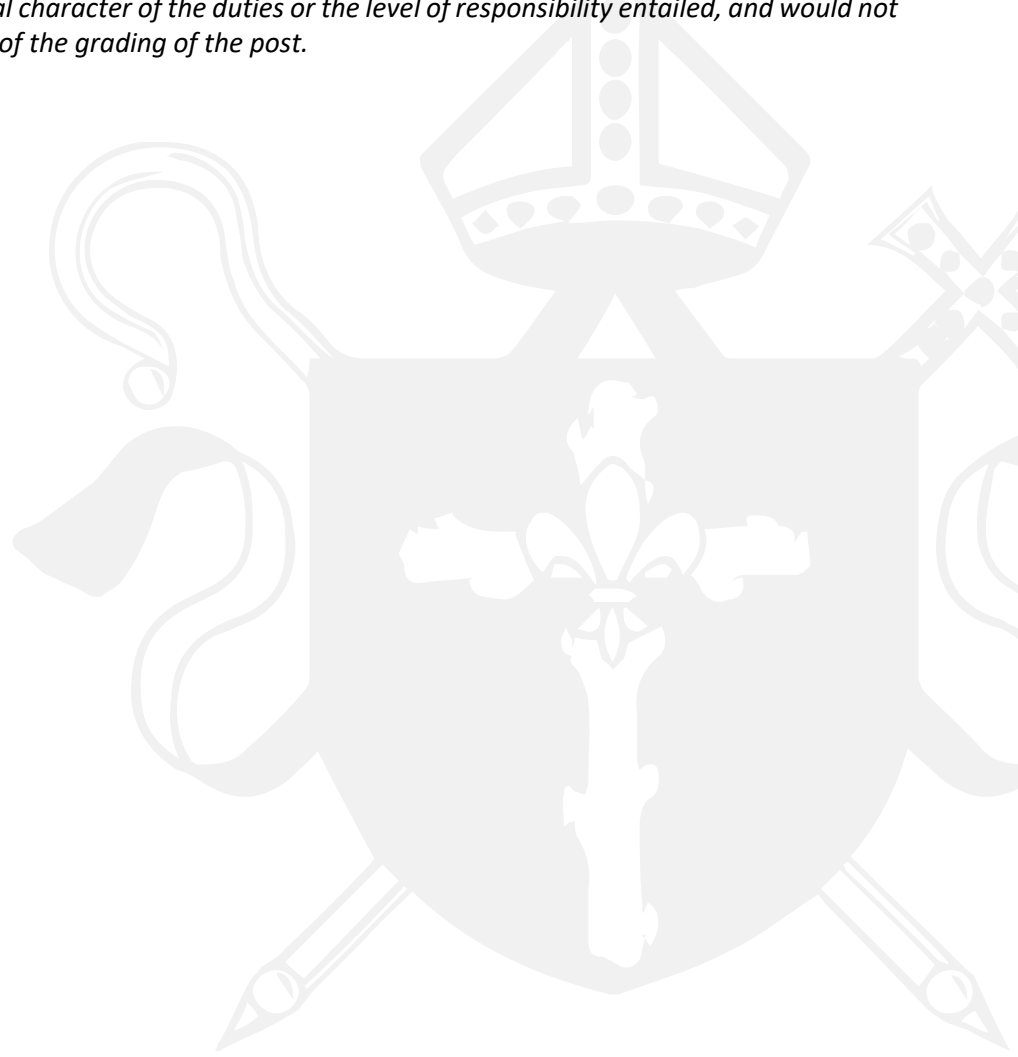
Other Tasks

- To attend meetings as required.
- To take action to improve outcomes for young people to support all academies in the Trust to be outstanding.
- To perform any task or duty under the reasonable direction of senior staff within the Multi Academy Trust.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The St Thomas Aquinas Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



Person Specification

HR Assistant / Administrator

| A Training & Qualifications | Essential | Desirable | Assessed |
|---|-----------|-----------|----------|
| A minimum of 5 GCSEs (or equivalent) including a grade C in maths and English | • | | |
| Working towards an CIPD qualification, or able to demonstrate equivalent experience | | • | |
| Commitment to ongoing professional development | • | | |

| B Experience | Essential | Desirable | Assessed |
|---|-----------|-----------|----------|
| Experience of working in a HR role in a busy and fast paced office | | • | |
| Previous experience of working/providing support in a HR function in an educational setting | | • | |
| Demonstrable experience of HR recruitment and selection procedures | | • | |
| Familiarity with operating CES procedures | | • | |
| Experience of working with trade unions | | • | |

| C Professional Knowledge & Skills | Essential | Desirable | Assessed |
|--|-----------|-----------|----------|
| Evidence of continual professional development | • | | |
| Ability to manage a varied and complex workload as well as delivering to timescale | • | | |
| Knowledge of Ofsted, DfE and academy legislation | | • | |
| Knowledge of national and local conditions of service within an education setting | | • | |
| Strong ICT skills | • | | |
| Excellent verbal and written communication skills | • | | |
| Excellent planning and organisation skills | • | | |



| D Personal Attributes | Essential | Desirable | Assessed |
|--|-----------|-----------|----------|
| Willingness to support Catholic life in schools | • | | |
| Emotional resilience | • | | |
| Ability to self-evaluate and reflect | • | | |
| Able to adapt to changing circumstances and new ideas | • | | |
| Attention to detail | • | | |
| Ability to be respectful and promote equality of opportunity and diversity | • | | |

| E Safeguarding | Essential | Desirable | Assessed |
|---|-----------|-----------|----------|
| Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation | • | | |

October 2023



