

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: HR Coordinator	Grade: E (points 9 – 13)
Job Family: Organisational Support	
<p>Overall Purpose of Job:</p> <p>As the HR Coordinator, you will carry out a variety of HR administrative duties to support the provision of a comprehensive administration and management service for the Academy actively contributing to an effective and efficient HR service in the Academy. You will facilitate daily HR functions such as maintaining employee records and supporting recruitment processes with the ability to work autonomously and efficiently to ensure the end to end running of HR activities in the Academy.</p> <p>You will work closely with the PA/ Office Manager post-holder to ensure continuity of HR processes as required. The PA/ Office Manager will be an alternative point of contact, during periods of holiday or absence.</p>	
<p>Main Responsibilities</p> <ol style="list-style-type: none"> 1. You will respond to HR related enquiries/requests from within the Academy as well as externally and provide assistance where required. 2. You will redirect HR related calls or distribute correspondence to the appropriate person in the academy. 3. You will collect and maintain personnel records and complete personnel related documentation (e.g., new starters, personal information, changes to personal details, pay variations, timesheets, leavers, etc) in paper format and/or electronically. 4. You will liaise with other departments as required (e.g., payroll, recruitment, HR). 5. You will liaise with the central Recruitment team to manage the recruitment activities in the academy and ensure compliance with Trust processes. 6. You will support the recruitment process within the academy including raising requisitions and advertising, supporting shortlisting and interviewing, communicating efficiently with applicants, ensuring pre-employment checks are completed, issuing variations of contract letters, appointment letters, contracts of employment, etc. 7. You will maintain the Single Central Record (SCR) for the academy, ensuring all relevant documentation for new staff is checked and recorded (including DBS checks, right to work checks). 8. You will coordinate and assist with the induction of new employees at the academy. 9. You will schedule meetings/ interviews as required. 10. You will coordinate training sessions where required. 11. You will support the central HR team with all HR processes in the academy, including but not limited to attendance, capability and Leave of Absence, ensuring policy is adhered to and accurate minutes are taken and letters produced and distributed to relevant parties in a timely manner and in accordance with policy timescales. 12. You will ensure all referrals to Occupational Health or the Trust's Employee Assistance Programme (EAP) are made in a timely manner and regularly reviewed in accordance with policy and individual needs. 13. You will prepare confidential items as required, for example, hearing packs, medical referrals etc. 14. You will maintain relevant filing systems. 15. You will assist line managers with performance management processes to ensure compliance with policy. 16. You will assist in ad-hoc HR projects as required. 	

General

17. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
18. You will participate in training and other learning activities and performance development as required.
19. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
20. You will ensure strict confidentiality in all areas of work.
21. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
22. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
23. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
24. You will always comply with the Trust's policies and procedures.
25. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Knowledge, Skills and Experience

Essential

- GCSE Grade C/4 or above, or equivalent, in English and Maths (C)
- Proven experience in a relevant HR administrative position (A/I/R)
- Knowledge of HR processes and best practices (A/I)
- Strong ability in using MS Office (Excel, Word, PowerPoint) (A/I)
- Experience working in a school office environment (A/I/R)
- Experience in using HRIS systems (e.g., iTrent) (A/I/R)
- Excellent communication and interpersonal skills (A/I/R)
- Proven ability to handle personal data with confidentiality and sensitivity (A/I/R)
- Excellent attention to detail with a high level of accuracy (A/I)
- Effective time management (A/I/R)
- Adapts well to change (A/I/R)
- Good organisational and personal management skills (A/I/R)
- Able to work under pressure and to deadlines (A/I)
- Effective behaviour management skills (A/I/R)
- Able to work independently and be a team player (A/I/R)
- Ability to respect and maintain confidentiality (A/I/R)

Desirable

- CIPD qualification / Level 3 HR Support qualification (C)
- Safer recruitment in education (A/I/R)
- Experience of working with performance management/appraisal systems (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Proactive
- Organised
- Honest
- Efficient
- Team Player

- Flexible
- Clear communicator
- Reliable
- Conscientious
- Trustworthy
- Problem solver

Contacts and Relationships:

Managers - in regular contact with Principal and Senior leaders in the academy.

Support Staff – in regular contact with all aspects of support staff involved with administration, classroom support, finance, data & exams, catering, cleaning, site management, transport, and health and safety.

Trust Staff – in regular contact with the wider Education team (Subject Directors, Directors of Learning, Executive Leaders), HR, Finance, Facilities, Payroll, ICT and Teaching Schools.

External – in contact with AAB members, visitors, contractors/external agencies and local authority personnel, applicants, training providers, advertisers and trade union representatives.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check.