

## **Job Description**

### **HR Coordinator - BG7**

#### **Purpose of the Job**

In partnership with our HR Recruitment and Onboarding Coordinators, support the recruitment and onboarding processes, ensuring compliance with regulations and procedures, particularly with regard to safer recruitment.

Maintain regular and effective communications with a wide range of applicants, colleagues, suppliers and outside agencies maintaining confidentiality at all times.

To provide creative, efficient and proactive administrative support to the HR team and our Trust schools across a range of people services.

The postholder will also engage with some aspects of data management, advice and payroll activities.

**GGLT is a multi-campus Academy Trust, therefore you may be required to work at, and travel between campuses.**

#### **Accountabilities:**

- Supporting the recruitment activities across our schools, and progressing all associated onboarding activities in a well-managed and accurate manner
- Maintenance and good navigation of HR database(s)
- Providing advice in relation to general terms and conditions queries or complaints, and
- Accountable for updating and maintaining attendance and payroll records for data queries and pension use, and maintenance of the single central record

#### **Key Job Outcomes:**

##### **Recruitment**

- Assist the recruitment process, including drafting and placing adverts, ensuring all appropriate documents are collated, accurate and are uploaded on the appropriate media platforms, references are sought and checked in line with Safer recruitment.

##### **Onboarding, Safeguarding and Employee Lifecycle**

- Administering pre-employment checks including DBS, right to work in the UK checks and reference checks
- Maintaining accurate GDPR compliant records for all staff in accordance with Data

Protection and using designated databases.

- Maintaining the Schools single central record in respect of staff, volunteers, contractors, Governors and other visitors to the school.
- Collating data from HR databases (SIMS & EPM), for use with routine or ad-hoc enquiries or reports.
- Process staff related holiday and leave of absence requests, starter and leaver processes, etc. in accordance with Trust policies and procedures
- Undertake and support cross-Trust projects and policy work

### **Supporting Absence Management**

- Running reports (Monthly / Weekly) and providing advice on actions required of school partners - RTW and other triggers being met
- Ensuring that all absences are correctly recorded and absence procedures are followed
- Conducting risk assessments for pregnant staff

### **Payroll**

- Maintain up to date and accurate contract, pension, maternity, paternity and other information liaising with payroll and Pension providers as appropriate.
- Processing claims for overtime, unpaid leave and casual worker timesheets.
- Contributing to the monthly payroll checking process, reconciliation of reports and working closely with the HR Adviser and HR Manager
- Filing, indexing and other related work to allow efficient retrieval of data and information. Advising school partners of the same and providing in-person training 121 as needed.
- Secure handling and processing of confidential data and information (in particular, relating to employee personal records) to comply with Trust policy and with the Data Protection Act, and Disclosure Barring Service (DBS) clearance.
- Undertake general office duties which may include: team email management, post; filing; photocopying; monitoring/ordering of stationery as required

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### **General Accountabilities**

- A. So far as reasonably practicable, the postholder must promote safe working practices

by employees and visitors in premises/work areas in which the postholder is located, to maintain a safe working environment for employees and service users.

- B. Follow Trust policy and procedures in relation to keeping children safe in education.
- C. Work in compliance with the Codes of Conduct, Regulations and policies of the MAT and its commitment to equal opportunities
- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards keeping confidentiality at all times and working within GDPR guidelines

## Person Specification HR Coordinator

	Essential	Desirable
<b>Education and Qualifications</b>	Level 3 CIPD qualification or equivalent level experience or knowledge in a related field	Level 5 CIPD
	Experience of working in a recruitment or equivalent highly confidential environment	Basic understanding of safeguarding in education settings
	Maths and English to Level 2 (GCSE C or 4 grade)	Experience of Google / docs
	Proficient IT competency including using spreadsheets	
<b>Knowledge and Experience</b>	Working within a busy HR / customer function	Prior experience working in a generalist HR environment
	Providing information, support, advice and guidance to a wide range of customers	Work experience in an education setting
		Using HR and/or Payroll systems
		Use of SIMS
<b>Skills</b>	Excellent customer service skills	Able to work with limited supervision
	Ability to be proactive and use initiative	Able to re-prioritise work with minimum warning
	Effective communication skills, in order to deal tactfully and sensitively with people at all levels	
	Proven planning, organisation	

	and time management	
	Ability to establish and maintain good working relationships with a wide range of people	
	Excellent attention to detail and accuracy	
	Effective management of multiple tasks with competing deadlines	
	IT literate with the drive to enhance and streamline processes through using technology	
<b>Qualities and Attributes</b>	<p>Self-driven and motivated</p> <p>Flexible and resilient, in order to adapt to changing situations and remain calm under pressure</p> <p>Pro-active and solution focused</p> <p>Acts with diplomacy, tact, sensitivity and integrity and with due regard for confidentiality</p>	Self-awareness and reflective
<b>Attitude</b>	Embeds and promotes equality, diversity and respect through all aspects of the role	
	Pro-active commitment towards safeguarding and promoting the welfare of young people	
	Positive and can do attitude towards work	
	Actively participates in continued professional development	
	Flexible approach to meet changing needs	