



Name:

Job Description: **Office Manager – HR Department**

Grade: BCAT 8

Employed for: Full time, 37 hours per week

Hours: 8:00am – 4:00pm Monday to Thursday, 8:00 am – 3:30pm Friday, with 30 minute break for lunch

Professional Relationships:

Responsible to: **CEO/Executive** Headteacher and Headteachers of each school

Responsible for: HR Administrators/Officers

Main Purpose:

- To lead and manage the HR office, the HR Administrators / Officers, to ensure accurate and efficient HR procedures and processes across the Trust
- To provide confidential administrative support to the Human Resources Department and to the CEO/EHT /HT as required
- To work closely with the CEO/EHT and with JUDICIUM Education to ensure HR policies, procedures and processes adhere to the advice provided.
- To work collaboratively with Finance Team to ensure accurate staff pay records to ensure payroll is correct
- To act as an ambassador for the Trust/Schools in HR matters and EHT/HTs in all matters

Person Specification

- Educated to at least A Level with a minimum C grade in Maths and English
- Excellent ICT skills including Word, Excel, Outlook, MS Teams and MIS system
- High level of professionalism and ability to recognise and maintain confidentiality and act with discretion.
- Willingness to undertake formal relevant HR training as required
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations.
- Good leadership & management skills and experience – ability to lead a team of staff
- Excellent organisational, planning and prioritising skills
- Work under pressure to meet deadlines
- Ability to use initiative and work as a member of a collaborative team.
- Flexibility
- Excellent health and time-keeping

Desirable

- Experience of working in an education environment
- Experience of working within HR, CIPD Level 3 or higher qualified
- Experience of a management information systems
- Good sense of humour

Knowledge, experience and training

- Knowledge and experience of working within HR
- Knowledge and experience of whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the HR/Finance Departments and CEO/EHT
- Experience of a busy and pressurised office environment.
- Proven tact and diplomacy in dealing with adults and children.
- Experience of Bromcom, although training will be provided.
- Experience of EVERY HR system, although training will be provided

Dimensions

- The post-holder provides an efficient and high calibre service to the HR team and CEO/EHT and HTs relating to HR matters
- The post-holder has day-to-day responsibility for their own work rate and maintenance of high standards and that of the HR Team.
- The post is an essential part of the support services provided to the Trust/Schools and especially to ensure safer recruitment, safeguarding checks and recruitment and retention of staff: to ensure each school can provide high quality teaching and learning.

Job Description

Leadership & Management of the Team

- To coordinate and delegate tasks as appropriate and ensure the work of the HR team is completed to high standard
- To ensure all Trust HR policies and procedures are followed accurately
- To work closely with the CEO/EHT and JUDICIUM Education to ensure all Trust HR policies, procedures and processes are up-to-date and being followed accurately.
- Oversee a high-quality recruitment process, liaising closely with the Executive Headteacher. To include liaising with Headteachers to agree the recruitment timetable and the key information, placing the job adverts, monitoring recruitment applications and distributing details to the Headteacher for shortlisting.
- Liaising closely with the CEO/Executive Headteacher to ensure all HR policies are 'live' and fit for purpose, and utilised by all leaders.
- Oversee a 'dashboard' of weekly/ monthly HR statistics for the CEO
- Line-manage the HR Admin/Officers to support with delivering the HR strategy and operational requirements.
- Develop service provision, share good practice and maintain consistency of service.
- Communicate the Trust's values and vision clearly and enthusiastically to all staff and other stakeholders
- Ensure that all HR staff are briefed on allocated work, showing how it fits within the Trust's vision and objectives
- Monitor the progress and quality of the HR team and provide prompt and constructive feedback
- Motivate, encourage and empower the HR team and individuals to work innovatively and creatively to achieve objectives
- Provide support to HR staff during times of change and challenge
- Encourage HR staff to take the lead and take decisions when they have the knowledge and expertise to enable to do so
- Ensure the Trust's Equality Policy is clearly communicated and followed
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice

Safer Recruitment and Safeguarding:

- To be responsible for compliance and pre-employment screening process for BCAT ensuring the Single Central Record is up-to-date in line with all statutory requirements and Ofsted requirements, safer recruitment and working together to safeguard children; with delegated responsibility to the HR Admin/Officers where required.
- Manage and coordinate the recruitment and selection process in BCAT for each Academy.
- Ensure appropriate authority has been received prior to the advertisement of a post whether permanent or temporary.
- Ensure that all aspects of the Safer Recruiter processes are always adhered to and all checks are in place as required.

General HR support and administration:

- Ensure all payroll changes are processed on the HR software in a timely manner to adhere to payroll deadlines
- Lead and manage general HR administration, including contracts, general letters, system updates, annual workforce census.
- Responding to all queries in whatever format in a timely, accurate and professional manner.
- To keep up-to-date with developments in employment legislation and HR best practice.
- Identify and communicate employment legislation developments and good practice to members of the HR team and relevant stakeholders.

Specialist and professional HR support:

- To ensure any casework and management information is readily available for the CEO/EHT and HTs and is up-to-date.
- Assist the CEO/EHT and HTs to ensure written documentation is available to any HR panels along with a quality administrative process to panel members/Headteachers at hearings.
- To ensure the HR team provide legally compliant HR letters and documents for case work and ensure information is logged on the portal and as appropriate on staff personnel files.
- Liaise with relevant HTs or Line Managers to oversee completion of paperwork for Occupational Health, including submitting the paperwork.

General Duties of the HR Team

To lead and manage the HR Admin Team to ensure:

- Deliver the smooth running of the recruitment process, including placing all adverts with relevant outlets.
- Deliver the onboarding and offboarding process
- Ensure accurate right to work checks are in place and lead on the Trust process of Overseas worker sponsorship/visas via the Home Office
- Arranging and supporting assessment and interviews for vacancies across the Trust and ensuring safer recruiter procedures are followed.
- Building good relationships with all employees (prospective and current) and managers, to provide a proactive and supportive HR function as part of the central HR Team.
- General HR administration maintaining accurate personnel and salary records in the Trust HR Management Information system (EVERY & Dropbox). This included preparation of information for periodic internal and external reports and submissions required.
- Transactional administration on the entire lifecycle of an employee including contract variations; maternity/ paternity & shared parental leave; sickness and other absence procedures and processing of leavers and retirees.
- Liaise with professional services such as our HR legal advisor and Occupational Health provider.
- Lead and manage the Single Central Record to make sure this is accurate,

compliant and always Ofsted ready. To ensure the general administration of maintaining accurate and timely information within the Single Central Record and making sure this is up-to-date.

- Lead and manage the team with the annual Staff Workforce Census and ensure accurate returns for each school.
- Take accurate minutes of confidential meetings when required and produce minutes accurate minutes in a timely manner.
- Assist senior staff with admin support required for any HR investigations, disciplinaries, grievance and conduct meetings etc..

Payroll

- To ensure staff records in EVERY HR are accurate and up-to-date in a timely manner to ensure payroll information to Finance each month is accurate
- To work with the Finance team as required to ensure accurate flow of information of HR matters that affect payroll

Training & Development

- Monitor training such as DSL and Safer Recruitment, First Aid, mini-bus training and ensure they are renewed ahead of expiry, obtaining certificates and recording updates as appropriate.
- Ensure mandatory training is updated regularly and ensure renewals are brought forward for the attention of individuals as required.
- Assist with coordination and recording of compulsory Safeguarding training for all staff and maintain a record of such training throughout the year.
- Update learning and development records, obtaining and storing of copies of training certificates.

Performance Management

- Assist with administration of annual performance management and associated records.
- Assist with production of annual salary review letters and update systems as appropriate.
- Appraisal of the HR Admin team

Absence Management

- Monitor staff absences, obtain relevant self-certification / GP fit note / request for leave and notify HR Manager / Headteacher when absence trigger points have been reached.
- Issue return to work meeting record to Line Managers, monitor their return and add to staff record.
- Contact staff who are absence to enquire about their health and record welfare meetings
- Arrange for absence management meetings liaising with all participants and produce outcome letters as appropriate.
- Publish staff daily absence list to each HT and CEO/EHT each day
- Prepare referrals to OH as required

Safeguarding – All staff

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

General:

- Demonstrate the vision and values of the Trust in everyday work and practice.
- Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
- Have a high profile across the Trust and develop effective relationships where appropriate.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description may be varied to meet the changing demands of the HR and Schools Support Service and Academy needs at the reasonable discretion of the

Trust

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- The post holder may deal with sensitive material and should maintain confidentiality in all BCAT matters.
- Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

The post holder is also required to undertake such other duties and training as may be required by or on behalf of BCAT provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Barton Court Academy Trust.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the CEO/Executive Headteacher the other.

Signed..... *Date*.....