Connect Alliance Trust

Excellence - Collaboration - Respect

Job Description

Job Title:	**Trust HR Officer**
Scale/Salary Range:	**Grade 6 scp 21 - 25**
Contract/Hours:	**Permanent, Term time only plus 2 weeks 35 hours pw**
Location:	**Central Trust Office, with regular travel across MAT schools**

Reporting Arrangements

- Responsible to the Director of HR, Governance & Compliance.
- Direct liaison with Headteachers, Heads of School, School Business Partners, and staff regarding HR policies, conditions of service, and employee relations matters.

Main purpose of the role:

To provide a proactive, confidential, and efficient HR advisory and administrative service across the Trust's schools and central team. The postholder supports line managers and Headteachers with day-to-day employment matters, maintains statutory compliance with safer recruitment and safeguarding rules, manages HR system data, and supports employee relations across all sites.

Key Responsibilities

Recruitment & Safer Recruitment

Manage end-to-end recruitment processes for school-based and central trust vacancies, from drafting adverts to sending formal employment contracts.

Ensure all recruitment practices strictly comply with Keeping Children Safe in Education (KCSIE) and safer recruitment guidance.

Process and verify all pre-employment checks, including Enhanced DBS disclosures, Right to Work in the UK, overseas clearance, teacher status checks, and professional references.

Manage candidate communications and post vacancies using the Trust's online recruitment portal SAM Recruitment.

Safeguarding & Single Central Record (SCR)

Maintain the Central Team Single Central Record (SCR) and ensure compliance.

Assist HR Director in ensuring vetting checks for contractors, agency staff, volunteers, Trustees and Members meet regulatory standards prior to access to Connect Alliance Trust Office/House.

Assist HR Director in preparing SCR compliance and safeguarding reports for Headteachers, Head of Schools, the Executive Leadership Team, and external inspectors (e.g., Ofsted).

Employee Relations & Advisory Support

Serve as a first point of contact for Headteachers, School Business Partners, and staff regarding HR policies, sickness absence, maternity/paternity leave, and flexible working requests.

Advise on conditions of service, specifically the School Teachers' Pay and Conditions Document (STPCD) for teaching staff and NJC (National Joint Council) Green Book terms for support staff.

Coordinate formal sickness absence processes, including scheduling return-to-work interviews, making Occupational Health referrals, and monitoring attendance triggers across the trust schools.

Assist investigating officers during grievance, disciplinary, or performance management cases by preparing packs, organising hearings, and taking formal minutes.

Collate absence data across the trust and reporting to HTs, Directors of Education & HR.

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HR Administration, Payroll & Data Management

Maintain and update the Trust's HR Information Systems including SAM, Every & SIMS keeping personnel data accurate and secure under UK GDPR.

Develop and update templates to use in SAM ensuring up to date legislation is adhered to.

Compile monthly payroll variations (new starters, leavers, contract changes, allowance changes, sick pay) liaising directly with the financial controller, central finance team or external payroll provider within set monthly cut-offs.

Draft offer letters, variation contract letters, check employment contracts received from payroll for school employees, salary statement changes, and probation review outcome letters. Ensure all documentation is processed and attached correctly to staff records in SAM.

Extract and prepare workforce data for statutory reporting, including the annual School Workforce Census for the Central team.

Assist HR Director in preparing: Gender Pay Gap reporting, and internal MAT Key Performance Indicators (KPIs) using appropriate management information systems.

Policy, Compliance & MAT Growth

Assist the Head of HR in drafting, reviewing, and updating trust-wide HR policies to align with changes in employment law and educational guidelines.

Assist with HR due diligence and TUPE consultation processes when new schools join or transfer into the Trust.

Work alongside recognised trade union representatives to foster positive joint consultation and partnership working.

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General Duties

Work constructively as part of the Trust Central team, attending meetings and conferences as required.

Adhere to the Trust's policies and procedures, particularly regarding Child Protection, Equal Opportunities, and Health and Safety.

Commitment to continuous personal and professional development.

Manage own workload and ensure policies are applied to maintain quality and compliance in all trust HR procedures.

To perform any other reasonable duties appropriate to the level and grading of the post.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

Safeguarding

Connect Alliance Trust is committed to safeguarding and protecting the children that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

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Person Specification

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Key criteria	Essential	Desirable
Qualifications & training	CIPD Level 5 qualification (or working towards) or equivalent demonstrable experience. 5 GCSE's or equivalent including Maths and English at Grade C or above.	Relevant degree Safer Recruitment Training certificate.
Skills & Experience	Proven generalist HR experience within a corporate/multi-site organisation or school environment. Ability to analyse complex information and statistical data to produce reports. Ability to work independently to develop and review HR systems and procedures and implement improvements. Hands-on experience administering employment checks and pre/post employment workflows. Experience working with electronic databases and electronic filing systems.	Direct experience managing or auditing Single Central Records (SCR) across multiple school sites. Experience advising on STPCD and NJC Green Book terms.
Knowledge & Understanding	Clear understanding of Keeping Children Safe in	Experience using school software systems (e.g.,

	Education (KCSIE) and safer recruitment compliance. Understanding of core UK employment law, right-to-work rules, and GDPR. Strong IT skills, including MS Excel, Word, Google workspace and HR software platforms. Excellent written and verbal communication skills with meticulous attention to detail.	SAM, Every, SIMS). Basic knowledge of Teachers' Pensions (TPS) and Local Government Pension Schemes (LGPS).
Personal Qualities	Excellent verbal communication skills and influence others. High level of discretion and integrity when handling sensitive personnel matters. Excellent organisational skills with the ability to manage competing deadlines across multiple school locations. Collaborative mindset with a customer-service approach to supporting school leaders.	Full UK driving licence and access to a vehicle for multi-site school visits.

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Additional clarification of requirements of the post include:

Safeguarding

Is responsible for the protection and safeguarding of all children and displays a commitment to this. Completed all relevant and statutory training and demonstrates qualities required to safeguard and promote the welfare of all children.Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children.

Promoting Equality and Diversity

Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage. Listen to contributions made to service development without prejudice.

Care

Listen and respond to children's needs, seeking out innovative ways of consulting and engaging them. Network with others to develop services for the benefit of the children.

Developing Self and Others

Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Strives for improvement and take responsibility for own development.

Additional Duties: In addition to the specific duties outlined in this job description, the post holder may be required to undertake any other reasonable duties appropriate to the level and responsibility of the post.