



SAPIENTIA EDUCATION TRUST JOB DESCRIPTION

HR OFFICER

Line Managers job title:	Assistant HR Director
Salary:	Points 7 -17 of the Support Staff Scale FTE – Point 7 £25,584 – point 17 £30,060
Tenure:	Permanent
Contract type:	52 weeks
Hours per week:	37 hours

THE POST

Sapientia Education Trust is an expanding multi-academy trust with 11 primary and 9 secondary schools, education over 5,500 pupils.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our Trust as a HR Officer.

The HR Officer's primary role is to work as an integral part of the HR Team, providing the central recruitment and HR Administration function to the allocated Trust schools, the role includes the following tasks:

- manage the full recruitment cycle for a high volume of positions across the Trust
- producing accurate adverts and job descriptions for new posts
- arranging and occasionally conducting interviews with an interview panel
- pre-employment and compliance checks to ensure all new staff meet the requirements
- production contracts and manage induction and on-boarding processes for new staff
- set up new starters on the payroll and calculate complex pay and holiday entitlement
- support a head count of approximately 400 members of staff in all HR/payroll related queries and contractual changes

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a HR Officer are:

- The ability to communicate clearly and tactfully using appropriate methods, high attention to detail and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.
- Be able to contribute to the analysis of problems and make suggestions for solutions;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;

The qualifications and experience required of a **HR Officer** are:

- Ideally, hold a recognised Human Resources qualification or have equivalent experience or be willing to work towards a CIPD qualification;
- Have a strong track record of good quality administration and be proficient in ICT database and software systems, particularly Microsoft Office, Access, Excel and Word;
- Previous experience of the MHR iTrent MIS would be an advantage, but full training will be provided.

JOB SPECIFICATION

General Responsibilities

The **HR Officer** will be required to comply with the Trust Code of Conduct for Staff and Volunteers. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. You must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

Be responsible for all HR functions for the schools allocated to the role:

- Lead the recruitment and the on-boarding process for successful candidates once recruitment is completed, to ensure all pre-employment checks are completed in a timely manner;
- Provide interview support to your schools and sit on the interview panel as and when required;
- Be responsible for the preparation and issuing of contracts to all staff on appointment to a new role or following a change to their role;
- Record induction training for all new starters and ensure appropriate Induction Information Packs are issued to all new staff;
- Lead on the HR input to new staff induction, including new staff briefings;
- Ensure new staff complete the mandatory training programme;
- Audit payslips and salaries on Trust forms and work through pay queries for staff;
- Update and maintain the Trust's employee database (and files) with all relevant employee personal data, particularly relating to contracts, pay and training;
- Maintain staff job descriptions in line with recommendations from appraisals and prior to recruitment of a post;
- Carry out regular audits of employee records and files, analyse findings and make suggestions to improve policies and procedures;
- Provide HR/Recruitment system training to the schools you are responsible for as and when needed;
- Provide first-line advice for all queries relating to HR and payroll;
- Work with the Assistant HR Director to administer the Trust's HR policies and procedures;
- Management information reporting to schools;
- Assist with office administration and other routine HR tasks, as required.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder should hold a full UK driving licence and be willing to travel to the schools allocated to them as and when required.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	37 hours
Normal working Pattern	8.30am – 4.30pm Monday to Thursday, 8.30am – 4pm Friday Opportunity to work from home 1 day per week following completion of probation
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line

	Manager. Holidays can be taken in and out of term time however some restrictions apply.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will be 33 days (including bank holidays), rising to 37 days after 5 years' service. Please note this entitlement changes yearly depending on how many bank holidays fall into the holiday year. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
Benefit	Pluxee – benefit platform Employee assistant program with 24/7 access to wellbeing support

REMUNERATION

- Points **7 – 11** of the Support Staff Salary Scale
- FTE Salary: **£25,584 - £30,060** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at **22%** (this % fluctuates), and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

DRESS CODE

The post-holder will be expected to wear appropriate professional dress during term time. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.