

Job Title	HR Officer	Base	Trust Head Office
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Salary	NJC SCP 12 – 18 (£27,711 to £30,559)	Contract	Full Time, All Year Round
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Reporting to:	HR Advisor
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Overall Purpose of the Post:
To work as part of the central team providing advice and guidance to the academies across the trust as and when required. To work as part of a proactive, innovative and responsive HR team providing excellent customer service. To build and develop relationships with staff at all levels across Enhance Academy Trust.

Duties and Activities:
<ul style="list-style-type: none"> • Provide HR advice on all aspects of the life cycle of an employee including recruitment, terms and conditions of employment, training and development activities. • Provide advice on the recruitment and selection process including recruitment checks required in line with Keeping Children Safe in Education. • Advertise vacancies on Enhance Academy Trust recruitment portal as well as external online publications. • Responsible for recording of casework including minutes, emails, letters, witness statements. • Input data and effectively maintaining confidential HR records on the People system for the Central Team. • Update variations (new starters, leavers, changes in contracts) for an identified group of schools and the central team onto the HR People system. • Undertake administrative duties in connection with personnel changes /amendments and terminations of contracts for staff. • Provide generalist HR advice to the schools and central team within the Trust. • Provide professional advice on the interpretation of HR policies and procedures. • Assist with developing policies and procedures on behalf of the HR function. • Provide HR advice in relation to NJC terms and conditions and Teachers terms and conditions of employment. • Assist with administering various engagement surveys on behalf of the Trust, and providing details of the data • Responsible for answering all incoming calls to the department, dealing with calls efficiently and effectively • Undertake project work as directed by the HR Adviser • Contribute to the continuous improvement of HR systems and practices across the Trust. • Co-ordinate and support with HR training, such as power point presentations, arranging venues, invites and delegate handouts.

- Organise and maintain effective filing systems to provide an efficient working environment
- Provide support and advice in line with policy to the Headteachers at absence review meetings which may include taking minutes at hearings and formal meetings.
- Act as Appointing Officer for all recruitment for an identified groups of schools ensuring that all actions and pre-employment checks are completed in line the Trust's Safer Recruitment Policy including processing DBS applications and maintaining the Single Central Record
- Assist with the TUPE due diligence process
- Comply with Trust policies and procedures at all times

RESPONSIBILITIES

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as directed by the HR Advisor, Central Team and Headteachers.

CHARACTERISTICS OF THE POST

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of Enhance Academy Trust have a responsibility for promoting and safeguarding the welfare of all our pupils.

The employment checks below are required:


- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
- Enhanced DBS Disclosure

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis

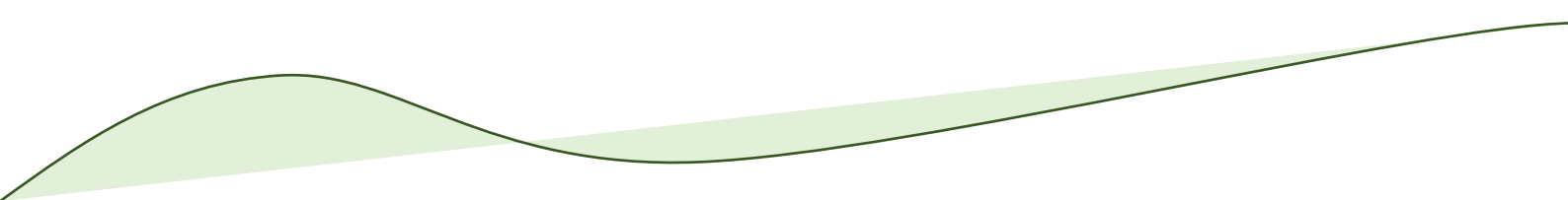
RESPONSIBILITY OF RESOURCES

Employees (Supervision): None

Financial: None




Physical: None
Customers and Clients: Internal Senior Leaders, Central staff., Headteachers, School Business Managers, support staff at school level who are involved with administration, finance, HR and recruitment. External Payroll Provider, Trade Unions, Local Authority representatives, IT provider
WORKING CONDITIONS
Mainly office based although time in schools will be required.



PERSONAL SPECIFICATION

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE

	Essential	Desirable
Qualifications/Training		
5 GCSEs (Grades 4-9 or A* - C) including English and Maths or Level 2 or equivalent qualification	Y	
CIPD HR Qualification Level 5 or equivalent		Y
Evidence of continuous professional development and training	Y	
Knowledge		
Up to date knowledge of Employment legislation and its application within a large workforce	Y	
Knowledge of pay and conditions for teachers and NJC government staff employed within a school/academy/Trust setting.		Y
Knowledge of variants of local government and teachers' terms and conditions in different Local Authorities.		Y
Knowledge of data protection guidelines ensure confidentiality of employee information	Y	
Thorough understanding of children safeguarding procedures including KCSIE and single central record		Y
Experience		
Proficient in the use of using Microsoft Office packages, databases and web technologies	Y	
Experience of interpreting policies and procedures to be able to provide advice to the schools and central team	Y	
Experience of working within Human Resources	Y	
Experience of working within a school/Multi academy trust/education/Local Government		Y
Experience of letter and report writing		Y
Experience of setting up administrative processes and systems		Y
Experience of note taking of formal meetings and providing accurate minutes		Y
Personal Skills and Abilities		
The ability to operate with absolute discretion and confidentiality at all times	Y	
ICT literate with a working ability to use key IT software to present work to a high standard	Y	
Proven ability to identify problems, take responsibility for addressing them and completing the task.	Y	
Able to plan and prioritise own workload and recognise when to take responsibility and when guidance is needed.	Y	
The ability to co-ordinate and manage projects and events		Y
Excellent attention to detail and able to work accurately	Y	
Ability to communicate and develop effective working relationships with colleagues at all levels	Y	
Ability to communicate and engage with people both verbal and in written in a clear and concise way to senior staff within the schools and central team.	Y	



Excellent organisational skills and time management including ability to multitask and manage conflicting priorities	Y	
A strong commitment to the Trust values and ethos	Y	
Commitment to support the Trust's agenda for safeguarding and equality and diversity	Y	
A flexible approach to work and a strong work ethic	Y	
Operate with the highest standards of personal/professional conduct and integrity	Y	
Able to undertake any travel in connection with the post	Y	

Date completed: November 2024

