

Job Description



For more general information about working at GWA please refer to the Information for Applicants issued with this job description.

Job Title	HR Officer <i>37 hours per week, term time only – to include 5 TD days plus 5 further days in holidays (total 40 weeks) 8am – 4pm Monday to Thursday, 8am – 3.30pm on Fridays</i>
Accountable To	Business Manager
Job Purpose	Provide high quality support to the Academy on all aspects of Human Resources
Salary	NJC Scale Point 14 - 17 (depending on experience) Actual Salary £24,117 to £25,376
Start Date	15 th April 2024 or as soon as possible thereafter

This job description details the responsibilities of the post but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy.

Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.

Main responsibilities

To work as part of the main office team at the Academy ensuring that all aspects of Human Resource management are well supported. This will include administration related to recruitment and retention of staff, including compliance checks and maintenance of the Academy's Single Central Record and payroll administration. The role will also involve dealing with staff employment queries and the support of staff wellbeing. The postholder will work closely with the whole office team, and with the external agencies which provide the Academy with specialist HR and payroll support.

Description of duties

- To provide accurate and informative advice and guidance in relation to routine teaching and support staff conditions of service and effectively deal with or refer as appropriate queries from staff.
- To maintain an up to date working knowledge of all Academy HR policies and procedures, as well as current legislation in order to provide advice and guidance on a range of people issues. To support staff with a range of day to day HR related issues. To refer more complex matters to the Academy's HR Consultants.
- To address staffing issues in an appropriate manner and advise SLT and Line Managers on the implementation of relevant policies in accordance with current legislation and Academy policies and procedures, providing HR support in investigatory, disciplinary, grievance, sickness and capability meetings as required.
- To take minutes at formal meetings if required.
- Advise on probationary periods and offer advice on processes for extending probationary periods where necessary.

- To assist with the recruitment, interview and selection cycle to ensure compliance with internal procedures and legislative requirements, including preparing and placing advertisements, assisting in the preparation of job descriptions and other associated documentation, sending out recruitment packs, arranging interviews, taking up references, meeting candidates, checking qualifications and ID and recording equal opportunities data.
- To oversee the timely and accurate issuing of offer letters, contracts and supporting documentation.
- Oversee the maintenance and compliance of appropriate employment and vetting checks and maintenance of the Single Central DBS Record.
- To monitor staff absence and ensure all staff returning from sickness have completed a self-certification sickness form or submitted a Fit to Work note from a Doctor.
- To update the staff supply insurance portal. Notifying of new starters, changes and leavers. Log claims for staff absence and provide appropriate and timely information to support the claim.
- To alert the Principal/Business Manager to triggers, patterns or excessive absences and to monitor and report on planned absence requests to ensure fairness and consistency.
- To assist with administration required for the submission of an accurate monthly payroll by providing information on changes to contracts, overtime hours, absence and sickness, ensuring the inclusion of new starters, leavers, contractual variations, annual increments etc.
- To monitor and annually update the 'onboarding' process for new staff.
- To support staff wellbeing by promoting various support packages offered by the Academy.
- To undertake other reasonable duties commensurate with seniority and grade.

Person Specification

HR Officer

	Essential	Desirable	Assessment
Qualifications			
Good qualifications at GCSE (or higher) in English and Maths	✓		Application
CIPD qualification Level 3 or above (completed or in progress)		✓	Application
Further qualifications at Level 3 (A-level equivalent) or above		✓	Application
First Aid qualification		✓	Application
Willingness to learn/train	✓		Interview
Experience			
Knowledge and experience of working in HR	✓		Application
Experience of working in a school, academy or college		✓	Application
Sound knowledge and understanding of all aspects of safeguarding	✓		Application/ Interview
Evidence of successful team working	✓		Application / Interview
Experience of using IT packages in a professional environment e.g. Microsoft Excel and Word	✓		Application / Interview
Personal Qualities			
Effective listening, verbal and written communication skills	✓		Interview
Good organisational skills – able to prioritise own workload	✓		Interview
Flexible	✓		Interview
Hardworking, committed and punctual	✓		Interview
Respects confidentiality at all times	✓		Interview
Enjoy working as part of a team	✓		Interview
Excellent interpersonal skills and the ability to develop positive relationships with staff and parents	✓		Interview