

John Taylor Multi Academy Trust

Location	Central Team	
Post Title	Human Resources Officer	Grade 8

Reporting Relationships

Responsible to: JTMAT HR Manager

Other key relationships: JTMAT COO, Heads of Schools, Business/Office Managers/External Trust HR Adviser

Line Management: May involve line management responsibility of one member of support staff, including supervising the HR & Admin Assistant

Statement of Purpose

To assist the HR Manager in providing an efficient and effective Human Resource function across the Trust, maintaining confidentiality and achieving excellent standards of service delivery in all aspects of the role.

HR Information, Advice and Guidance

Specific responsibilities include:

- To provide generalist HR advice to the academies within the Trust.
- To advise on the recruitment and selection process, including the recruitment checks required in line with KCSIE.
- To support JTMAT schools with enquiries regarding their Single Central Records.
- To maintain personal files for the Central Support Team and audit personal files within the schools to ensure they meet the required standards and advise accordingly.
- To advertise vacancies on the Trust's website and external/online locations.
- To provide professional advice on the interpretation of HR policies and procedures.
- To provide advice on NJC Green Book terms and conditions of employment and Teachers' national terms and conditions of employment and solve queries.
- To assist the HR Manager in developing policies and procedures on behalf of the HR function.
- To coordinate and arrange meetings/training on behalf of the HR Manager.
- To assist with the TUPE due diligence process associated with aspects of TUPE project work connected with existing and future academy transfers.
- To produce reports/manipulate data within Excel and/or MyView to support the Trust's yearly internal and external audits as required.
- Oversee and monitor sickness absence for the central team and ensure all return to work interviews are completed by appropriate staff.

Recruitment and Selection

- Work with schools to ensure that all vacancies have been agreed prior to recruitment, liaising with school and Trust staff as appropriate.
- Ensuring that Trust and school recruitment packs are up to date.
- Provide support and advice for both teaching and support staff interviews, including support in the preparation of interview tasks and questions as required.
- Manage online recruitment platforms and ensure information on school/Trust websites relating to recruitment is updated as required.
- Monitor and keep abreast of safer recruitment practices and ensure all Central Team recruitment panels have at least one member of staff trained in Safer Recruitment.
- Maintain register of interviews and interview panel members for Central Team posts to demonstrate compliance with safer recruitment.
- Monitoring the overall cost of recruitment and retention and contribute to identifying strategies to reduce costs.

Administration

- Checking and approving appointments, variations and terminations on MyView system, created at school level.
- Liaising with payroll provider to establish new job roles on MyView system as required.
- Ensure staff HR records are maintained via MyView system for Trust central staff.
- Ensure all employee contract documents are executed within required timescales.
- To manage the recruitment process for Central Team and senior school appointments.
- To manage transactional HR for the Central team including DBS and other pre-employment checks and maintain the Single Central Record and Bromcom records.
- To ensure that annual leave records for the Trust Central team are maintained.
- Undertake project work as required.
- Research and prepare reports as required.

Other duties

- To participate in induction training and staff probation and review processes
- To actively engage in own professional development and participate in the Trust's performance management arrangements via the School IP system and ensuring compliance and consistency of approach across all our schools.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements
- The post will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed.

Professional Accountabilities

The post holder is required to 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. In addition they are to contribute to the achievement of the Trust's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and in accordance with the JTMAT Health and Safety policy.

Person Specification **Human Resource Officer** **Level 3**

Criteria	Essential/ Desirable	Measured by
Experience		
At least 3 years demonstrable experience of HR working in a Local Authority or academy educational environment	E	AF/I
Good understanding of School Teachers' national Pay and Conditions and NJC Green Book terms and conditions of employment	E	AF/I
Experience of developing, managing and operating efficient and effective administrative systems	E	AF/I
Experience of people management and managing a range of situations	E	AF/I
Qualifications/Training		
CIPD Level 3 Diploma or equivalent knowledge, skills and experience at appropriate level	E	AF
Good level of numeracy/literacy skills at GCSE Level C or above or functional skills equivalent	E	AF/I
Good understanding and working knowledge of Data Protection Act and UK General Data Protection Regulations and how legislation is applied	E	AF/I
Evidence of continuous professional development demonstrating up to date HR and employment law knowledge	E	AF/I
Full clean driving licence and access to a vehicle for travel to Trust schools	E	AF
Skills		
Knowledge and understanding of relevant policies, codes of practice/procedure, legislation and terms and conditions of employment	E	AF/I
Excellent ICT skills with advanced knowledge of Microsoft Office	E	AF/I
Ability to persuade, motivate and influence others across the Trust to ensure compliance in HR matters	E	AF/I
Methodical with a good attention to detail	E	I
Excellent communication and interpersonal skills to be able to relate well to wide range of people	E	AF/I
Excellent organising, planning and prioritising skills	E	AF/I
Self-motivated with ability to work manage own workload and work with minimal supervision	E	AF/I
Ability to work well with others contributing to an inclusive work environment which values everyone's contribution others	E	I
Identifies and promotes best practice in all HR matters across the Trust	E	AF/I

Personal Qualities		
High level of personal and professional integrity	E	I
Interact professionally and appropriately with all colleagues and other professionals, building productive working relationships	E	AF/I
Values diversity and the opinions of others, adapting approach to meet individual needs	E	AF/I
Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk	E	I
Able to maintain confidentiality when dealing with sensitive or confidential matters	E	I
Demonstrates a proactive approach taking responsibility for areas of work and finding solutions	E	AF/I
Anticipates need for change, proactively introducing systems to bring about improvements in effectiveness and efficiency	E	AF/I
Is adaptable to change/embraces and welcomes change	E	I
Takes quick and effective action, acting with pace and urgency when required whilst remaining calm under pressure	E	AF/I
Self-motivated to seek opportunities to increase job knowledge and understanding and develop skills	E	AF/I
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills	E	AF/I

AF = Assessed by Application Form

I = Assessed at Interview/Selection Activity

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the Trust's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade will be discussed with the post holder.

Note 2:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated.