

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	HR Officer	<b>Location</b>	Lynn Grove Academy / Woodlands Primary Academy
<b>Salary</b>	Grade G, NJC point 18-22	<b>Hours</b>	37 hours per week, 52 weeks per year
<b>Department</b>	Support Staff	<b>Reports To</b>	Regional HR Business Partner

## JOB PURPOSE:

To be the first point of contact for HR related matters within the academies. To co-ordinate and support the employee life cycle within the Academies with support from the Regional HR Business Partner.

## KEY RESPONSIBILITIES AND DUTIES:

- Ensuring all HR policies and procedures used within the school are the current policies for the trust.
- Maintaining employees HR files in an accurate and orderly manner, ensuring they comply with safeguarding and GDPR requirements.
- Ensure MIS and personnel systems are accurate and updated with all employees' contractual details and staff data in accordance to trust and school policies.
- Provide reports on sickness absences, sickness entitlements, continuous service and recruitment.
- Ensure that all changes to contracts are authorised and recorded accurately on the payroll system in a timely manner.
- Responsible for ensuring the single central record (SCR) is correct and up to date and in line with safeguarding requirements.
- Responsible for the completion of the school workforce census.
- Managing probation process to ensure probation reviews are carried out in a timely manner and in line with policy.
- Managing staff performance appraisal process to ensure appraisals are completed in time and in accordance with the trust and school procedures.
- Supporting line managers with risk assessments including but not limited to pregnancy, long term illness and disability.
- Maintaining an up to date and accurate bank of job descriptions and person specifications for all employees.
- Assist with compiling and placing recruitment adverts and recruitment packs.
- Co-ordinate shortlisting and interviews and carrying out the administration of paperwork for recruitment, ensuring compliance with Trust and school policies and procedures.
- Ensure that all pre-employment checks are completed and authorised for all new starters and in line with our Safer Recruitment Policy.
- Issue offer letters, contracts and any amendments to contract letters to staff, ensuring accuracy of employment particulars.
- Maintaining up to date induction packs and Employee Handbooks. Supporting SLT with the general induction to all staff and ensuring all relevant paperwork is completed and signed off.
- Setting up and maintaining control systems to ensure all relevant paperwork is received for new staff and all actions completed for staff leaving.
- Ensure that Return to Work forms, self-certificates and fit notes are filed and recorded.
- Co-ordinating any staff referrals to the Occupational Health provider in line with the Absence Management Policy.

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- Ensure absences are recorded on Arbor and payroll and provide a monthly report on staff sickness entitlements.
- Working with line managers to highlight employees with high absence levels and to support the informal absence processes.
- Provide low level HR support and advice in the application of HR Policies, in particular Probation, Absence Management, Capability and Disciplinary escalating any formal or complex matter to the Regional HR Business Partner.
- Support the Senior Leadership Team and Regional HR Business Partner with casework, in particular arranging meetings, sending correspondence and taking minutes.
- Contribute to the HR working group arranged by the Head Officer HR Team.
- Keep up to date with changes in employment legislation with CPD.
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders.
- To be a positive role model of the values and behaviours that underpin the school vision.
- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector- wide activities in order to share best practice, contribute to the development of Trust strategies and policies to promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the post holder. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of HR Business Partnering.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"><li>• Educated to Degree Level or equivalent.</li></ul>	<ul style="list-style-type: none"><li>• Bachelor's degree or equivalent in Human</li></ul>

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		<p>Resources, Business Administration or related field.</p> <ul style="list-style-type: none"> <li>• Level 3 CIPD qualification.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working within a HR environment.</li> <li>• Experience of running a recruitment process.</li> <li>• Experience of working independently within set procedures with minimal guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in HR or recruitment environment within the Education sector.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge of HR policies and processes, including recruitment, file management and sickness absence.</li> <li>• Understanding of Data Protection requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Arbor and iTrent.</li> <li>• Knowledge of School Teacher Terms and Conditions.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Proficient in using the Microsoft packages including Word, Excel and Outlook.</li> <li>• Proven ability to manage competing priorities and meet deadline in a calm and efficient manner.</li> <li>• Effective written and oral communication skills.</li> <li>• Attention to detail and accuracy.</li> <li>• Ability to work proactively in order to manage the workload of the HR office.</li> <li>• Ability to work effectively individually and also part of a team, complimenting the work of existing colleagues.</li> <li>• A professional approach supported with a due regard for discretion and the need for confidentiality.</li> <li>• Ability to respond flexibly and adapt to changing and challenging circumstances.</li> <li>• Experience of delivering excellent customer service to internal and external stakeholders.</li> <li>• Ability to deal with challenging situations.</li> <li>• Excellent organisational skills and the ability to deal with a reactive, wide-ranging workload.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to formulate ideas and solutions (drawing upon good practice from elsewhere).</li> </ul>

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<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

