

# **Job Description and Person Specification**

## **Role**

Human Resources (HR) Officer

Shared Services Team

Grade: SO1

Reporting to: HR Manager

Saint John Southworth Catholic Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Job Description

## Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to safeguarding and report any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection and Financial Regulations in line with our Scheme of Delegation
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

This is a school-based role that will involve contact with children.

## Key Duties and Responsibilities

- To provide high quality HR support to our schools and the Shared Services Team in accordance with employment legislation requirements and employees' terms and conditions
- To be responsible for delivering a remarkable operational support service on a range of HR queries and requirements, providing solutions and support as appropriate
- To plan, develop and implement effective systems and services to manage all aspects of the employee life cycle ensuring high standards of compliance in practice and continued focus on equality and diversity, staff wellbeing and belonging throughout
- To advise on, support and administer arrangements for the full range of casework in line with the Trust's policy and procedures
- To act as a main point of contact for staff in schools and the Shared Services Team for all matters relating to HR, responding where appropriate or referring to colleagues
- To provide assurance checks in line with the Trust's and statutory HR requirements
- To communicate effectively with the HR Manager and leadership colleagues to plan activity in relation to staffing requirements
- To be responsible for the efficient preparation and coordination of processes and documentation in relation to safer recruitment, including advertising, appointment and induction of staff, promoting the school and the Trust positively throughout and ensuring a positive candidate/employee experience
- To be responsible for ensuring that new starter employment checks are complete and maintaining a compliant SCR in line with statutory requirements
- To be responsible for timely issue and return of contractual paperwork as required
- To ensure utilisation and maintenance of HR systems to record all staff training and policy awareness

- To liaise with our payroll provider and Finance Team to produce accurate and timely payroll returns with all relevant information for staff to be paid, ensuring agreed changes are submitted for staff and leavers and conducting regular payroll assurance checks
- To oversee absence procedures, ensuring absence is recorded accurately and implementing appropriate follow up procedures to support staff and managers in sustaining welfare and attendance
- To monitor long term sickness / absence and support colleagues in planning return measures
- To support the administration of training and appraisals as appropriate for all staff
- To support and deliver the implementation of HR changes and projects
- To develop and prepare reports and management information, with interpretation as required
- To collate and report on HR statistics as required through the maintenance of data on our HR management information systems
- To be responsible for maintaining accurate personnel records using relevant systems in line with policy and records management procedures
- To provide cover or support for colleagues operating in HR across the Trust as required
- To lead and support meetings and undertake duties as required in line with the school calendar, sharing expertise and supporting others
- To ensure the completion and submission of the annual School Workforce Censuses for all the schools in the Trust and complete and submit any other surveys or censuses on the Trust's workforce

### **Professional Development**

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

### **Fluency Duty**

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: June 2025

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Person Specification

	Essential Requirements	Desirable Requirements	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum of five GCSE (A-C/4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2</li> <li>Chartered Institute of Personnel and Development (CIPD) Level 5 or willingness to work towards</li> <li>Evidence of relevant CPD activities</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of HR service delivery including managing a wide range of casework with conflicting deadlines</li> <li>Experience of using management information systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting school-based HR</li> <li>Awareness of Multi-Academy Trusts / working across sites</li> <li>Awareness of Catholic Academy Trusts</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
<b>Knowledge, Skills and Ability</b>	<ul style="list-style-type: none"> <li>Knowledge of relevant policies and guidance and awareness of relevant legislation</li> <li>Can work constructively as a part of a team to deliver excellent service</li> <li>Excellent communication and interpersonal skills</li> <li>Ability to work with agility and add capacity in the Trust</li> <li>Effective ICT skills and knowledge of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of School Teachers' Pay and Conditions Document, Burgundy Book and Green Book terms and conditions</li> <li>Knowledge of Catholic Education Service policies and contracts</li> <li>Ability to advise and guide leaders to solutions</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to interpret qualitative and quantitative data</li> <li>• Ability to relate well and work effectively with children and adults</li> <li>• Questioning and active listening skills</li> <li>• Emotional intelligence and the ability to empathise with the full range of the Trust's stakeholders</li> <li>• Ability to handle conflict and sensitive situations</li> <li>• Excellent customer service skills and the ability to understand the needs of the business</li> <li>• Excellent organisational and time management skills and the ability to prioritise work for oneself and others to meet deadlines</li> <li>• Ability to disseminate knowledge and good practice to other members of staff</li> </ul>		
<b>Character and Values</b>	<ul style="list-style-type: none"> <li>• High commitment to safeguarding and promoting the welfare of children</li> <li>• Excellent record of attendance and punctuality</li> <li>• Have self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the Trust's wider role in its communities</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Commitment to continuous self-development</li> <li>• Understand the importance of work/life balance</li> </ul>		
<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Legally entitled to work in the UK</li> <li>• Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010</li> <li>• Flexibility to support out of hours activity on occasion</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>