

## HR OFFICER



<b>Line Manager:</b>	Assistant HR Director
<b>Salary:</b>	Scale 7 – 17 of the Trust Support Staff Salary Scale: £22,369 – £26,845 per annum.
<b>Location:</b>	Wymondham College

### THE POST

The HR Officer's primary role is to work as an integral part of the HR Team, providing the central recruitment and HR Administration function to the allocated Trust schools, the role includes the following tasks:

- manage the full recruitment cycle for a high volume of positions across the Trust
- producing accurate adverts and job descriptions for new posts
- arranging and occasionally conducting interviews with an interview panel
- pre-employment and compliance checks to ensure all new staff meet the requirements
- production contracts and manage induction and on-boarding processes for new staff
- set up new starters on the payroll and calculate complex pay and holiday entitlement
- support a head count of approximately 400 members of staff in all HR/payroll related queries and contractual changes

### PERSON SPECIFICATION

The personal competencies expected of all Trust support staff are:

- The ability to communicate clearly and tactfully using appropriate methods, high attention to detail and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an HR Officer are:

- Excellent communication and interpersonal skills;
- Be flexible in managing and planning daily, weekly, monthly workloads;
- Have very good time management, planning and organisational skills;
- Able to work with minimum supervision and as part of a team;
- Be able to contribute to the analysis of problems and make suggestions for solutions;
- Have the ability to maintain confidentiality at all times, and use tact, diplomacy and empathy where necessary;
- Committed to providing the best possible service to the staff, governors, students and parents.

The qualifications and previous experience required of the HR Officer are:

- Ideally, hold a recognised Human Resources qualification or have equivalent experience or be willing to work towards a CIPD qualification;
- Have a sound track record of good quality administration and be proficient in ICT database and software systems, particularly Microsoft Office, Access, Excel and Word;
- Previous experience of the MHR iTrent MIS would be an advantage, but full training will be provided.

## **JOB SPECIFICATION**

### **General Responsibilities**

The post-holder will be required to comply with the Trust Code of Conduct for Staff and Volunteers. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. You must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

Be responsible for all HR functions for the schools allocated to the role:

- Lead the recruitment and the on-boarding process for successful candidates once recruitment is completed, to ensure all pre-employment checks are completed in a timely manner;
- Provide interview support to your schools and sit on the interview panel as and when required;
- Be responsible for the preparation and issuing of contracts to all staff on appointment to a new role or following a change to their role;
- Record induction training for all new starters and ensure appropriate Induction Information Packs are issued to all new staff;
- Lead on the HR input to new staff induction, including new staff briefings;
- Ensure new staff complete the mandatory training programme;
- Create new employee pay records, in line with contracts;
- Calculate complex pay and holiday entitlements and build elements into the payroll system;
- Update and maintain the Trust's employee database (and files) with all relevant employee personal data, particularly relating to contracts, pay and training;
- Maintain staff job descriptions in line with recommendations from appraisals and prior to recruitment of a post;
- Carry out regular audits of employee records and files, analyse findings and make suggestions to improve policies and procedures;
- Provide HR/Recruitment system training to the schools you are responsible for as and when needed;
- Provide first-line advice for all queries relating to HR and payroll;

- Work with the HR Manager to administer the Trust's HR policies and procedures;
- Management information reporting to schools;
- Assist with office administration and other routine HR tasks, as required.

## HOURS OF WORK

Paid Weeks per year	52
Hours per week	37
Normal Working Pattern	Mon – Thu 0830-1630hrs Fri 0830-1600hrs  The option to work from home one day per week.
Unpaid Breaks	30 minutes lunch break
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager. Holidays should normally only be taken outside of term-time.

## REMUNERATION

### Salary Details:

- Scale Points 7 - 17 of the Support Staff Salary Scale
- £22,369 – £26,845 per annum.

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of a probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 34 days (including bank holidays), rising to 38 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join the Trust's nominated pension scheme for support staff.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Trust employees.

## PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory due to safeguarding concerns.

## REVIEW

The Job Description will be reviewed annually as part of Trust's Performance Management programme.