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| **HR OFFICER - JOB DESCRIPTION** |
| **Responsible to:**  | Executive Headteacher |
| **Contract:** | Permanent |
| **Hours:**  | TBC |
| **Responsible for:**Providing secretarial and administrative support, concentrating on recruitment activity, maintaining and updating HR records and assisting with the administration for Disclosure and Barring checks. **Purpose of the Job:*** Working to provide a pragmatic, accurate and comprehensive day-to-day administration service.
* Ensuring full compliance with safeguarding and safer recruitment procedures.
* Support in all aspects of Human Resource Management inline with keeping children safe in education.
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| **Main duties and responsibilities: (include, but are not limited to)** **Managing the recruitment and selection process for all teaching and support staff**Assisting with:* Preparing and placing of advertisements
* Processing all applications and contacting applicants for interview
* Dealing with recruitment enquiries from staff and those external to the School
* Promptly requesting references and monitoring their return
* Organising logistics for recruitment days and preparing timetables for interview and other selection activities, liaising with the relevant staff ensuring they are kept informed throughout the process
* During recruitment days, being the first point of contact for all matters and responsible for organisation, administration and correspondence.
* Ensuring all pre-employment checks are carried out promptly including references, qualifications, right to work, medical, DBS checks, overseas checks and chasing outstanding checks as necessary
* Ensuring payroll is advised of all new starters.

**Human Resource Systems*** Ensuring all new starter details are entered promptly into the HR database and changes to current staff terms and conditions are logged, liaising with payroll and IT
* Advising all relevant departments of new starters
* Updating and maintaining staff details as required
* Providing reports from the HR system as required

 **General Human Resources Administration*** Providing full generalist support, including but not exclusively
* Providing administrative support with respect to employee correspondence
* Referring managers and staff requesting advice on HR related issues as required
* Assisting in Disciplinary and Grievance or other HR related meetings, specifically note taking
* Archiving leaver’s personnel files
* Positively promoting the HR function to make staff aware of the services available
* Any other task that might reasonably request to support the smooth running of the department and in support of the Trust

**Expectations*** To be flexible in order to meet the constantly changing demands of the role
* To actively pursue your own professional development
* To show commitment to the rigorous continuous improvement of the Trust
* To demonstrate a positive commitment to working with all stakeholders (students, staff, parents, governors etc…) to improve the performance of the Trust
* To put students first in everything you do
* Be committed to providing a ‘world class’ workforce in order to provide the best possible opportunities for all our students
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| Key Organisational Objectives The postholder will contribute to the Trust’s objectives in service delivery by: * Enactment of Health and Safety requirements and initiatives, as directed.
* Ensuring compliance with Data Protection legislation.
* Operating within the Trust’s Equalities Framework at all times.
* Commitment and contribution to improving standards for students, as appropriate.
* Acknowledging customer care and quality initiatives.
* Contributing to the maintenance of a caring and stimulating environment for young people.
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| Conditions of Service Governed by the National Agreement on Pay and Conditions of Service supplemented by any local conditions as may be agreed by Governors.  |
| **General:*** To act as an ambassador for Sikh Academies Trust representing the school where necessary at Events and Meetings
* To undertake ongoing continued professional development
* To uphold the values and ethos of the school
* To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager
* Follow Trust Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
* To attend regular supervision sessions with Line Manager
* Attend team meetings as required
* Undertake any relevant training as identified
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| Equal Opportunities The postholder will be expected to carry out all duties in the context of and in compliance with the Trust’s Equal Opportunities Policies.  |
| This Job Description will be subject to review in the light of the new opportunities and strengths that may be brought to the Trust.This job description is normally subject to annual review. It may be amended at the request of the Line Manager or the post holder but only after full consultation with the post holder. |

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| **Sikh Academies Trust** **Person Specification: HR Officer** |

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|  | ***Assessed by:*** |
| ***No*** | ***Categories*** | ***Essential / Desirable*** | ***App Form*** | ***Interview / Task*** |
| ***QUALIFICATIONS*** |
| *1.* | *Good general standard of education, literate and numerate* | *E* | *Y* |  |
| *2.* | *Willingness to participate in training and development opportunities* | *E* | *Y* |  |
| *3.* | *Level 3 CIPD qualified or equivalent**(or working towards)* | *D* | *Y* |  |
| ***EXPERIENCE*** |
| *4.* |  *HR administration experience* | *E* | *Y* | *Y* |
| *5.* | *Experience of using Microsoft Office, in particular Word, Excel and Power Point* | *E* | *Y* | *Y* |
| *6.* | *Experience of operating HR database system* | *D* | *Y* | *Y* |
| *7.* | *Experience of working in the education sector (preferably schools)* | *D* | *Y* | *Y* |
| ***ABILITIES, SKILLS AND KNOWLEDGE*** |
| *8.* | *Excellent communication, IT and organisational skills* | *E* | *Y* | *Y* |
| *9.* | *Ability to prioritise a busy workload to meet demanding deadlines* | *E* | *Y* | *Y* |
| *10.* | *Accurate and thorough approach* | *E* | *Y* | *Y* |
| ***PERSONAL QUALITIES*** |
| *11.* | *Able to build good working relationships* | *E* | *Y* | *Y* |
| *12.* | *Flexible* | *E* | *Y* | *Y* |
| *13.* | *Discretion and sensitivity* | *E* | *Y* | *Y* |
| *14.* | *Common sense and Initiative* | *E* | *Y* | *Y* |
| *15.* | *Positive attitude* | *E* | *Y* | *Y* |
| *16.* | *Able to work autonomously* | *E* | *Y* | *Y* |
| *17.* | *Self-motivated* | *E* | *Y* | *Y* |
| *18.* | *Reliable and punctual* | *E* | *Y* | *Y* |
| *19.* | *Friendly and approachable manner* | *E* | *Y* | *Y* |
| *20.* | *Commitment to safeguarding and promoting the welfare of children and young people* | *E* | *Y* | *Y* |
| *21.* | *Have a willingness to demonstrate commitment to the vision and values of the Trust* | *E* | *Y* | *Y* |
| *22.* | *UK valid driving licence* | *D* | *Y* | *Y* |

**Note:**

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.