

TKAT HR OFFICER JOB DESCRIPTION

Job Title:	HR Officer
Reporting To:	HR Business Partner
Working Pattern:	Full Time, 37 hours per week. Term time only considered.
Primary Objectives:	The primary objective of this role is to support the HR Business Partner in providing a high-quality HR advisory provision to a nominated group of schools. This will include supporting line managers on all employee relation matters, policies and procedures, escalating to HRBP when relevant. HROs will also be responsible for providing HR administration assistance within their regional areas including managing recruitment cycles and supporting HR systems with data reporting and training. HROs will also be actively encouraged to assist with HR projects adding overall value to the Trust.
Location:	The HR Team are predominantly based at two locations Kemnal Technology College, in Sidcup and Thomas Bennett Community College in Crawley. Travel will be required in this role which includes supporting meetings at other TKAT Schools however meetings and processes can be conducted and completed via virtual means.
Key Internal Relationships:	HR Team, TKAT Directors, Corporate Departments (Finance, IT, Operational teams), School Business Managers and Head Teachers.
About us:	<p>TKAT (The Kemnal Academies Trust) is one of the largest Multi-Academy Trusts in the South of England with over 45 Primary, Secondary and SEN Academies in the TKAT Family.</p> <p>Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all.</p> <p>THE TKAT VALUES</p> <p>The TKAT family:</p> <ul style="list-style-type: none"> ● Works together inclusively ● Respects and cares for each other ● Has ambition and is aspirational for all
Key Responsibilities:	<p>Employee Relations</p> <ul style="list-style-type: none"> ● To be the first point of contact for general HR queries from TKAT Directors, Headteachers and managers, responding accordingly and signposting them to the appropriate guidance, policies and procedures. ● To be the first point of contact for Headteachers/Line managers regarding attendance concerns. Attending 1st and 2nd stage sickness absence meetings inc. invite letters, agendas, taking notes and producing outcome letters. ● To be the first point of contact for Headteachers/Line managers regarding disciplinary, grievance, probation and performance concerns. HRO should triage concerns and escalate to HRBP where relevant especially if matters relate to safeguarding and/are of a serious

	<p>nature. The HRO should support each matter with the HR admin where relevant.</p> <ul style="list-style-type: none"> • To be the first point of contact for Headteachers/Line managers regarding flexible working requests. Supporting matters with HR admin where relevant. • To provide administrative support to HRBPs and line managers in HR processes, including note taking at formal meetings and preparing disciplinary packs for hearings. <p>Administration</p> <ul style="list-style-type: none"> • To manage employee life cycles, this includes administration of all documentation including starters/leavers/maternity/paternity/parental leave etc • To prepare all letters or contracts for any changes to employee terms and conditions e.g. salary changes/ flexible working patterns. • To maintain and update electronic and hard copy personnel record systems, including the TKAT Single Central record. • To provide information to and liaise with the Payroll team to ensure employees are paid correctly and on time. • To provide general administration support to the HR department and TKAT SLT as required. • Maintain the People & HR pages of the TKAT Intranet <p>Recruitment, ATS, and induction</p> <ul style="list-style-type: none"> • To provide administrative support to the recruitment including ATS, selection and Induction process including vacancy advertising, shortlisting applications, liaising recruitment manager. • To undertake all required pre-employment checks, including DBS, teacher and management checks, right to work checks including oversea checks, updating and discussing with line manager as appropriate • To ensure all new starter paperwork is completed and relevant information provided to Payroll and benefits providers for processing • To provide line managers with induction templates and new starter checklists to ensure a smooth onboarding process for the new employee. <p>HR Systems / Data</p> <ul style="list-style-type: none"> • Maintain TKAT Corporate, SLT and Leadership HR System records. • Become a HR System super user. • To prepare, as required, management reports on employee-related data • Deal with basic queries from users about the HR System. • Support with any development / implementation of the HR System <p>General</p>
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	<ul style="list-style-type: none"> • To support HRBP with other HR processes such as restructures, redundancy exercises, whistleblowing matters etc. • Respond to HR calls and emails promptly and effectively, referring to colleagues within the team as necessary; Maintain online rota systems (e.g. PMQs) • To maintain own continuing professional development, keeping up to date with legal requirements and relevant HR developments. • To maintain appropriate confidentiality of information relating to the Company and its staff and maintain compliance with GDPR. • To adhere to and promote the ongoing safeguarding culture across the trust • To adhere to Company Health, Safety and Environmental Policy at all times. • Any ad hoc duties which may be required
Qualifications, Skills & Experience	<p>Essential</p> <ul style="list-style-type: none"> • Can demonstrate generalist HR experience and apply policy and procedure effectively when required. • Effective organisational skills and have a meticulous attention to detail. • Ability to manage and resolve matters independently however recognises the need to escalate and seek advice from HRBP/Head of HR promptly and effectively when relevant. • Can demonstrate experience of delivery to challenging timescales and realigning deadlines when reacting to urgent situations • Has experience in managing enquiries via phone, email, face 2 face and via virtual means. • Ability to form working relationships with people at all levels including individual relationships and team relationship • Experience with HR and Payroll, systems with ability to understand and manage the maintenance of employee data is essential • Has excellent interpersonal skills with a wide range of audiences and is PC literate <p>Desirable</p> <ul style="list-style-type: none"> • Growing knowledge of current and forthcoming employment legislation, and associated case law; • Experience working in an education sector would be an advantage • Commercial awareness • CIPD level 3 qualified or part-qualified, or equivalent. • Full UK Driving licence and access to own vehicle is desirable as not all TKAT schools are accessible by public transport
Personal qualities	<ul style="list-style-type: none"> • Behaves consistently with the Trust's values in their interactions with internal and external stakeholders. • Treats people with respect and in a fair and consistent way

	<ul style="list-style-type: none"> • Recognises when colleagues are under pressure and volunteers to assist them where possible • Works within teams and across boundaries to share knowledge and achieve results • Identifies and builds relationships required to achieve the best outcomes for the team • Generously shares their time, knowledge, expertise and talent to support others' success • Creates opportunities to enhance the experience of the customers through their daily tasks • Maintains focus and drive to achieve quality outcomes • Focuses their time and efforts on issues that will have the greatest impact on agreed objectives • Anticipates responses and plans their approach accordingly.
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