Job Description

Job title: **People Operations Manager**
Reports to: **Head of HR Operations**
Location: **Leigh Academies Trust**

Job purpose

Leigh Academies Trust are an organisation that believes our people are our most important asset. It is through their performance that we achieve the success that shapes the lives of our students and transforms the communities that we serve. Everyone that works for us plays a vital part in achieving this no matter what role they do, and this role is no exception. This profile outlines what we expect of you.

Purpose of this role

To support the Trust with all areas of HR Operations Administration and act as a point of contact for initial HR enquiries. You will also play a part in the continuous development of our processes and procedures.

Onboarding

- You will be the main point of contact for new employees to the Trust for the area that you cover.
- You will generate all of the necessary onboarding documents, contracts of employment, applying for references, undertaking DBS checks, safeguarding checks and adding all of the new starters details onto our HR/Payroll systems.
- Keep all shared spreadsheets up to date at all times.
- For overseas candidates you will assist with applying for Qualified Teacher Status, Visas and undertake any overseas police checks.
- You will ensure that all departments are notified of the new starter and that preparations are made for their arrival.
- Liaise with the academies when needed.

Employment Changes & Leavers - When required

- Draft any amendments to contracts as and when required including promotions and changes in roles.
- Ensure that all changes are notified to the relevant people (eg Payroll, Finance Managers) as well as ensuring that our own personnel files and HR system are also updated.
- Process any leavers, including generating resignation acceptance letters and issuing exit interview surveys.
- Ensure that a checklist is completed for all leavers
- Ensure that all leavers are notified to the relevant people (eg Payroll, IT, Finance Managers) as well as ensuring that our own personnel files and HR system are also updated.
- Respond to any reference requests for current or ex-employees liaising with the Academies where necessary.
- Ensure that all correspondence is scanned (or mail merged) and added to the employee's electronic personnel file.

People Systems Administration & Reporting

- Setup all new joiners on the Trust People Systems, ensuring that all minimum fields are completed accurately.
- Update existing records following any personal or employment changes (eg changes of address, changes of job role etc)
- Process any leavers on the system ensuring that their record is closed on the day after they leave.
- Undertake regular and scheduled data cleansing activities to ensure accurate information is held at all times.

General HR Administration
- Process your assigned tickets on our HR Helpdesk in a timely manner.
- Undertake all HR filing on a regular basis and any archiving when necessary.
- Ensure that all correspondence and documents created are saved correctly on our HR Shared Drives in a logical and structured fashion.
- Assist with any ad-hoc HR projects as and when required.
- Attend all relevant HR meetings as requested.
- Handle all incoming calls in a professional and efficient manner ensuring that all phones are answered and messages taken and passed on as necessary.
- Ensure that all aspects of data protection and confidentiality are maintained at all times.
- Identify any improvements that will allow us to undertake administration in a more efficient and timely fashion in the future.
- Be prepared to go above and beyond the call of duty from time to time and undertake any other reasonable duties in line with your position and experience in order to help the organisation achieve its goals.

What you need to perform this role successfully

To be successful, you need to be an outstanding administrator with a passion for Human Resources and have the ability to organise and prioritise a busy workload. You will probably have experience in a similar role and are now looking for a new challenge in a friendly and supportive environment.

As a Trust we feel it is important to hire with the right attitude which is why will be looking for someone that is enthusiastic, focused, reliable and resilient to the day to day pressures that a busy HR function brings.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment.

It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.