

HR & Payroll Officer

Job Title:	HR & Payroll Officer
Pay Scale:	SO1 (scale points 21-25)
Reports to:	Director of HR
Main purpose of the post: The main purpose of the role is to provide a smooth running human resources and payroll function to the Trust and carry out all duties, responsibilities and accountabilities in accordance with Trust policies and procedures and statutory requirements.	
Employment Duties: This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract.	
Key Tasks and Activities: <ul style="list-style-type: none">• To work closely with the Director of HR in order to manage all aspects of the HR role• Liaise with the Trust Leadership Team, School Leadership and staff on HR related matters in line with Trust HR related policy and procedure.• To direct and oversee other staff to complete recruitment processes, assisting and participating as necessary, including:<ul style="list-style-type: none">○ ensuring the use of accurate job descriptions, person specifications and other application documentation○ placing adverts internally, via the LEO website, external websites and liaising with recruitment agencies as required; in line with Trust procedure○ co-ordination of interviews and interview documentation including, where required, sitting on the interview panel as a HR and Safer Recruitment Trained representative○ ensuring that offer letters and contracts of employment are drawn up, issued and responses tracked○ responsibility for undertaking recruitment meetings with prospective employees and to undertake the checks, including medical checks, references, right to work etc; processing all administration and informing of policies and procedures via the set up of IT permissions in line with Trust policy○ processing and tracking all starter paperwork to ensure accuracy, compliance and maintenance in line with Trust requirements• Ensuring that DBS checks for staff are completed in a timely fashion in line with Safer Recruitment requirements.• To produce and monitor induction, probation and exit interview documentation	



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- Producing written documents as required (e.g. leavers letters, salary changes, contract variations etc).
- Responsibility for managing Trust-wide monthly payroll and inputting information on to the payroll portal in line with requirements; processing, updating and maintaining records for new starters, leavers, unpaid absences, additional hours, pension information, annual increment and pay rise implementation and any other relevant payroll changes.
- To work with the Director of HR to produce reports as required to Leadership regarding internal pay progression and national pay increases and implement accordingly.
- To assist with staff pension queries and work with team members to administer pension tasks.
- To be responsible for accurate and up to date staff contract information for budgeting purposes using relevant software (SBS).
- To undertake work relating to and liaising with the Trust HR Team and HR Consultants regarding HR and Employment Law matters i.e. grievances, dismissals, terminations, redundancies to ensure that we always act in an appropriate and legal way.
- To liaise with Executive Principals and Principals regarding HR/Staffing queries across their aligned Trust schools.
- Ongoing maintenance of Trust-wide staff MIS (Arbor), including upload of staff personnel information in line with School Workforce Census and submission of Census information
- To work with the Compliance team to manage and maintain Single Central Register (SCR) for all Trust schools in line with Trust and OFSTED requirements.
- Managing Maternity applications across the Trust including organising pregnancy-based risk assessments, administering maternity leave payroll requirements and communicating with employees in line with the Trust's Maternity Policy.
- To manage staff absence insurance claims
- To undertake regular Safer Recruitment training along with other necessary or recommended training as required.
- Ensuring that all staff Personnel and HR files are in order and up to date both electronically and manually.
- To ensure that all policies relating to HR matters are adhered to accurately at all times.

Other duties

- To work as a member of the HR team and to contribute positively to effective working relations within the Trust, assisting in other teams when necessary.
- To take part in the Trust's Staff Continuous Professional Development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas.
- To engage actively in the Trust's appraisal process.
- To communicate effectively with staff as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Trust.



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- Under the direction of the Director of HR and/or CoO, to undertake such other tasks that may be required to further the efficient running of the Trust, commensurate with the level of the post holder.
- To play a full part in the life of the Trust community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- The job-holder will ensure that Trust policies are reflected in all aspect of his/her work, in particular those relating to:
 - 1) Equal Opportunities;
 - 2) Health and Safety;
 - 3) General Data Protection Regulations (2018) and Data Protection Act 2018; and
 - 4) Safeguarding children

General Information:

Equality of Opportunity	<ul style="list-style-type: none"> • As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the school development plan. • Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Agreed by: Date

This job description may be amended at any time after consultation with the post holder.



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This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.



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Person Specification

Essential Criteria	Desirable Criteria
Education & Training	
Educated to degree standard or equivalent, or comprehensive equivalent experience.	Experience of human resources within a school setting, including knowledge and understanding of teacher and support staff terms and conditions.
Experience of working in a support capacity within an administration department.	A relevant human resources qualification to level 3 or higher.
Proven experience in human resources.	
Knowledge of current UK employment law and legislation.	
Sound and current human resources knowledge.	
At least a grade C at GCSE level in mathematics and English.	
Skills & Abilities	
An exceptional level of accuracy within written documentation.	The ability to coordinate various processes simultaneously.
Understanding of payroll calculations and legislation for accurate and compliant processing of payroll data.	Understanding and knowledge around payroll as relating to Burgundy and Green book requirements, and other industry specific documents e.g. STPCD.
Willingness to pursue own professional development.	Experience of developing quality-control systems.
Ability to form excellent interpersonal relationships with all staff members and professionals in external organisations.	Ability to introduce efficiencies to systems without compromising on quality.
Computer literacy and the ability to grasp new IT systems rapidly.	Proficiency in the Google suite of programmes.



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Excellent listening and communication skills, in both speech and writing, and sensitivity in complex situations.	
The means to travel to current and future Trust premises.	
Professional Characteristics	
Willingness to work flexibly and independently within the requirements of a demand driven service.	Be relaxed and self-confident within professional group settings.
The ability to work in sympathetic collaboration with others.	Demonstrate a sense of perspective and / or humour in a range of challenging situations.
A solution-focused and positive approach within an environment with conflicting demands.	Be cheerful, resilient, enthusiastic, responsible and self-motivated.
Tact, diplomacy and a respect for confidentiality.	Be an effective team member; constructive and aware.
Ability to work in partnership.	Be able to work under pressure.
Excellent organisational ability including time management.	

