

Job Description: Human Resource Officer

1. JOB PURPOSE

To provide comprehensive, effective and timely HR support as part of the Trust central services within the Operations Workstream in line with policies and legislation. Acting as first point of contact for colleagues, managing processes and ensuring compliance, and providing training and advice as required.

2. MAIN RESPONSIBILITIES

Strategic:

- a) Ensuring consistency throughout the Trust regarding application of policies and procedures and the use of the HR management information system.
- b) Producing management reports to provide HR key performance indicators for the CEO.
- c) Coordinating the review of HR policies.
- d) Promote the vision and values of the Trust, representing our HR service.

Operational:

- e) Drafting recruitment advertisements using the house style, coordinating closing and interview dates, organising publication.
- f) Cataloguing and drafting job descriptions using the house style, ensuring they are evaluated using the agreed schemes for equality across the Trust.
- g) Organise interviews as required, ensuring all relevant documentation is present.
- h) Ensuring safer recruitment processes are followed at all times through undertaking pre-employment checks such as identity, references, right to work, DBS and medical. Include Teachers barred list, Section 128 and overseas checks where appropriate. Checks completed encompass staff, governance individuals, volunteers and contractors where appropriate.
- i) Monitor compliance of the Trust Single Central Register and report issues to the Operations Manager, or CFO/CEO in their absence.
- j) Apply a methodical, organised, professional approach to HR administration using the HR management information system, to encompass recruitment, starters, contractual variations and leavers. Through a programme of quality assurance and housekeeping, ensure records are complete.
- k) Work with colleagues to coordinate and ensure consistency and completeness of the above processes when interviews are conducted in schools.
- l) Maintain awareness of dependencies such as ensuring records are up to date prior to payroll deadlines, providing reports for meeting schedules.
- m) Provide management reports to Headteachers, the CFO and CEO regarding probationary periods, absence management and the completion of annual appraisal and mid-year reviews.

- n) Support the administration of payroll where required.
- o) Liaise with colleagues such as the Lead Safeguarding Trustee and the CFO to support periodic compliance audits.
- p) Coordinate absence management, disciplinary, capability and grievance meetings as required, ensuring that formal and informal processes are applied consistently and effectively, seeking specialist advice where appropriate.
- q) Organise termly Trust induction sessions for all new staff and ensure workbase inductions are completed, including where appropriate for change of roles.
- r) As the first point of contact, support colleagues with enquiries by phone, email or in person.
- s) Support colleagues through advice and training sessions, to understand and utilise the HR management information system.
- t) Establish a positive working relationship with our external HR Adviser.
- u) Develop and maintain own knowledge of HR matters through reading, research and training.

3. MANAGEMENT OF PEOPLE

None.

4. CREATIVITY AND INNOVATION

The postholder works within defined policies, procedures and legislation governing HR. A limited opportunity exists for innovation and creativity through identifying and recommending improvement to processes.

5. CONTACTS AND RELATIONSHIPS

Daily contact with colleagues, occasional contact with external advisers.

6. DECISIONS

Discretion – the postholder works under the direction of a member of the support staff senior leadership team, abiding by policies, procedures and legislation. Consequences – impact would be on individual employees and issues would be quickly identified through approval processes and easily remedied.

7. RESOURCES

Use of a laptop. Use of own vehicle.

8. WORK ENVIRONMENT

- a) Work demands – work is subject to deadlines and interruptions, with peak times for recruitment, but with no significant change to the overall programme of work.
- b) Physical demands – the postholder will have access to office space.
- c) Working conditions – general office environment - well lit and well ventilated conditions.
- d) Work context – contact with colleagues and external advisers where matters could be contentious.

9. KNOWLEDGE AND SKILLS

Refer to requirements matrix.

10. GENERAL

The nature of work undertaken requires a high level of confidentiality.

Job Evaluation – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

Other Duties – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities – The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety – The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people.

Requirements for the post:

Qualifications/Training	Essential	Desirable
Educated to A Level or equivalent	✓	
Completion of, or commitment to gain, relevant HR qualification.	✓	

Knowledge	Essential	Desirable
Excellent record keeping, information retrieval and data management.	✓	
Sound understanding of safer recruitment and safeguarding in education through statutory guidance such as Keeping Children Safe in Education and policies.	✓	
Detailed and up to date knowledge of HR procedures and legislation.		✓
Understanding of data protection including GDPR, retention and destruction.		✓

Experience	Essential	Desirable
Managing processes and quality assuring data to ensure compliance e.g. SCR	✓	
Ability to interpret discussion to produce clear, concise, accurate and diplomatic letters/minutes appropriate for a range of audiences.	✓	
Experience of acting as an advisor on legislative and procedural matters.	✓	
Supporting and delivering training and development events.		✓
Experience of working within an educational setting preferably within a MAT.		✓

Competencies & Personal Qualities	Essential	Desirable
Excellent written and verbal communication skills with the ability to relate and adapt to a wide range of audiences.	✓	
Committed to providing a high level of customer service and going the extra mile.	✓	
Accuracy in work practices and an eye for detail.	✓	
High level IT skills, including use of a HR management information system.	✓	
Ability to manage competing demands and prioritise workload in order to meet deadlines.	✓	
A flexible approach to working hours to facilitate occasional out of hours meetings and workload peaks.	✓	
Positive approach to problem solving and finding innovative solutions.	✓	
Committed to continuous improvement of services.	✓	