

JOB DESCRIPTION

Human Resources Officer

JOB PURPOSE

The Human Resources (HR) Officer is responsible for providing effective and confidential HR service to management and staff of Hereford Sixth Form College and to work flexibly across a wide range of Trust functions and projects as required.

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

- Within the boundaries of knowledge, provide high quality information and advice to staff and managers, to include responding and corresponding to staff regarding HR matters and queries. The post holder should use their judgement to decide whether an issue should be referred to the Trust HR Director, Vice Principal or the Principal.
- Prepare employment contracts, appointment letters, change of contract letters and other HR documentation.
- Enter pay claims and changes via the online payroll portal. Process any payroll changes and other payroll queries. Check monthly payroll, conduct regular HR system vs payroll report audits to ensure data accuracy, and deal with day-to-day payroll-related queries in liaison with the MAT Payroll Manager.
- Input and maintain HR system and create, maintain and update HR files.
- Ability to plan ahead within the cyclical calendar to provide proactive HR support to the College.
- Lead on maternity, paternity, shared parental leave and flexible working procedures.
- Responsible for the full recruitment cycle for allocated vacancies to ensure the Trust attracts skilled and experienced staff and to ensure the Trust is fully compliant with safer recruitment practice. Promote and monitor equal opportunities in all areas of employment.
- To oversee the administration of the staff vetting processes ensuring all staff where appropriate have undergone relevant pre-employment checks, this

- includes: DBS check, verification of qualifications, satisfactory references and health clearance.
- Be responsible for maintaining and updating the Single Central Record.
- Assist and monitor the induction of new staff.
- Ensure that all absence records (sickness, annual leave, leave of absence etc) are accurately maintained and updated on the HR system.
- Attend HR related meetings as a note taker/HR representative.
- Assist with the development and implementation of a new HR system and other new and ongoing HR projects across the Trust.
- To assist the Trust HR Director in advising the leadership team in matters requiring HR expertise and assist in the maintenance and updating of HR policies and procedures.
- Proactively seek ways for continuous improvement in own role, Trust HR team and wider College/Trust environment.

GENERAL RESPONSIBILITIES

- Participate in training and team development activities, to update knowledge and skills.
- Make best use of technology, facilitating change to deliver new ways of working, which support the Trust's strategic objectives and core values.
- Demonstrate commitment and enthusiasm to promote the principle of equality, diversity and inclusion in employment and service delivery.
- To adhere to all Trust and College policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.
- Take part in the Trust's staff appraisal cycle as appropriate.

- To undertake such other duties, commensurate with the post, which your managers, or other members of the Trust/College senior leadership team may reasonably and occasionally require.

ADDITIONAL INFORMATION

- The post holder will report to the Principal of HSFC (operational line manager) and the Trust HR Director.
- The post will be primarily based at Hereford Sixth Form College with occasional travel to the other academies of the Trust.
- This is a full-time (37 hrs per week), term time only + 5 extra days post, subject to the conditions of service handbook of the Sixth Form Colleges Association. Substantial part-time proportion/all-year-round contract may also be considered.
- Salary will be paid on the Sixth Form Colleges Association support staff pay scale, grade 12 – 18 (currently £28,408 - £34,033 for full time equivalent, £23,165 - £27,752 for TTO + 5 extra days/ £23,458 - £28,104 for TTO + 5 extra days for over 5 years' service).
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

Person specification: HR Officer		
Criteria	Essential	Desirable
Qualifications	Evidence of continuing personal and professional development	Educated to degree level
	CIPD Membership or willing to work towards it	
Experience/ Knowledge	Previous experience in HR, including payroll administration and providing HR support within an organisation	Experience in Education
	Sound knowledge of UK employment law and best practice	
	High degree of accuracy and attention to detail, the ability to work autonomously and be able to interact with key stakeholders at all levels with confidence and credibility	
	Good numeracy skills	
	High standard of written documentation, and previous experience of producing professional letters and other documentation	
	Computer literate	Experience in HRIS
Personal Attributes	Commitment to education values	
	Ability to maintain confidentiality and handle sensitive information with discretion	
	Flexibility and adaptability in both attitude and approach to meet changing needs	
	A pro-active approach to work and problem solving, and the ability to spot and deal with issues as they occur	
	Strong organisational and time management skills	
	Commitment to own learning and development	
	Commitment to understand and promote equality of opportunity	
	Commitment to understand and promote safeguarding	