

**Post Reference:** 2745

**Job Title:** Human Resources Officer

**Grade:** SO1 (£34,434 to £36,363)

**Hours:** 37 hours per week, all year round.

**Accountable to:** HR Manager / Academy Business Manager

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# JOB DESCRIPTION

## Role:

In your role as Human Resources (HR) Officer, you will be instrumental in promoting and sustaining a culture of excellence in people relations

You will provide administrative support for all aspects of HR, advising on the implementation of HR processes across the academy to ensure they are legally compliant meet our statutory and safeguarding responsibilities.

By building positive customer relationships, you will establish effective partnerships with key stakeholders to ensure they receive an exceptional HR service. Enthusiasm, tact, and a hands-on, solution-focused approach to problem-solving are fundamental to success in this role.

***All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.***

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## **General Duties and Responsibilities**

You will join a dynamic and friendly team in providing generalist HR support to the trust at an academy level, whilst supporting stakeholder groups with activities covering the employee lifecycle. You will deliver an excellent level of customer service whilst working collaboratively and proactively with the wider HR team to meet the academy and wider service priorities and objectives.

## **Recruitment**

- Advise recruiting managers of safer recruitment processes and ensure all recruitment administrative processes are completed and are accurate.
- Create and maintain all personnel files and ensure all ongoing employee lifecycle documentation is kept up to date.
- Build relationships with key stakeholders in the academy to forecast recruitment and retention needs and formulate relevant courses of action.
- Explore opportunities to enhance recruitment and selection processes to support the Trust's Equality, Diversity, and Inclusion agenda, ensuring equal opportunities for all.
- Evaluate candidate experience feedback and propose recommendations for improvement.

## **Employee Relations (ER)**

- Support ER case management including early intervention absence management, performance management, probation etc.
- Participate in academy induction process to address HR elements of the new starter process ensuring that new colleagues are fully informed in relation to their terms and conditions, HR policies, and roles and responsibilities.
- Develop and promote employee engagement and wellbeing activities.
- Provide support in note taking and administrating hearing arrangements / or attending as the HR support on behalf of the trust.

## **Learning & Development**

- Work in coordination with the wider HR team to identify and source bespoke training aimed at aligning colleague behaviours to the values of the trust.
- Support relevant activities that promote a professional environment where both trust and high professional standards are maintained.

## **Job Description and Person Specification**

- Support and coach colleagues across the academy in relation to undertaking effective induction, probation, absence management, performance management processes and line management roles and responsibilities.
- Partner with academy managers to determine training needs and drive personal development activities.
- Champion the completion of good quality annual performance development reviews and work with the appraising line managers to support colleagues CPD aimed at fulfilling career aspirations.
- Support the completion of post-evaluation tasks from learning and development activities and provide direction for improvement.

### **Service Delivery**

- Provide an operationally excellent service ensuring core HR operations are delivered with exceptional consistency, accuracy and through a customer focussed approach that is solutions orientated.
- Work collaboratively with the HR colleagues across the Trust to ensure delivery of key activities in the annual HR cycle e.g., performance development reviews, workforce census, employee surveys, development programmes etc.
- Ensure HR systems are updated and maintained accordingly.
- In collaboration with the wider HR Team, initiate ideas to drive business process efficiencies.
- Provide timely and accurate HR information to the Principal, Academy Business Manager and other stakeholders as and when required.

### **Workforce Planning**

- Support the organisational approach and process to alternative working practices, including flexible working.
- Support job description reviews to ensure equal pay and parity across the trust.
- Understand how to support a range of exit processes for leavers and identify any significant trends.
- Promote staff wellbeing and support the academy in creating an environment that supports colleagues' health and wellbeing.

## **Payroll**

- Support the Academy Business Manager with payroll reconciliation to ensure budget accuracy.
  - Ensure all payroll changes are processed accurately, in a timely manner and are evidenced accordingly (including relevant authorisation) through meticulous record keeping.
  - Liaise with the HR payroll service provider to resolve complex payroll queries.
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## **Equal Opportunities:**

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
  - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
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## **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.

- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

# PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

## You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

## Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C = Certificate

### Qualifications

|          |  |            |
|----------|--|------------|
| <b>E</b> | Level 5 CIPD qualified (or above / equivalent)                                       | <b>A C</b> |
| <b>E</b> | Good level of education (Maths and English GCSE's or equivalent to grade C or above) | <b>A C</b> |

### Skills, Attributes and Abilities

|          |  |              |
|----------|--|--------------|
| <b>E</b> | Possess the ability to work collaboratively and create highly effective working relationships within the school community.                                 | <b>A I R</b> |
| <b>E</b> | Exceptionally organised, with the ability to multi task with a keen eye for detail.  | <b>A I R</b> |
| <b>E</b> | Ability to track and monitor key HR processes using relevant systems.  | <b>A I</b>   |
| <b>E</b> | Ability to problem solve and resolve issues in a respectful and empathetic way.  | <b>A I</b>   |
| <b>E</b> | Strong interpersonal skills with the ability to communicate effectively in person and in writing to groups and individuals and a wide range of colleagues. | <b>A I</b>   |
| <b>E</b> | Highly competent ICT user with the ability to extract and manipulate information/data efficiently and effectively.   | <b>A I</b>   |
| <b>E</b> | Ability to manage own time and workload effectively, often working to conflicting deadlines and unforeseen circumstances.                                  | <b>A I</b>   |
| <b>E</b> | Ability to recognise sensitive and emotive situations, whilst maintaining a calm and professional approach.  | <b>A I</b>   |

### Knowledge and Experience

|          |  |              |
|----------|--|--------------|
| <b>E</b> | Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application  | <b>A I R</b> |
| <b>E</b> | Knowledge, understanding and commitment to safeguarding and promoting the welfare of students  | <b>A I R</b> |
| <b>E</b> | Ability to form and maintain appropriate relationships and personal boundaries with students   | <b>A I R</b> |
| <b>D</b> | Experience of working in an education setting  | <b>A I R</b> |
| <b>E</b> | Experience of applying HR policies in practice   | <b>A I R</b> |
| <b>E</b> | Experience of creating, completing and updating HR administrative procedures and detailed administrative work  | <b>A I</b>   |
| <b>E</b> | Knowledge and experience of core HR procedures and practice including onboarding, recruitment and selection, learning and development, induction, probation and absence management | <b>A I</b>   |
| <b>E</b> | Able to provide a professional, efficient, confidential, and proactive HR service  | <b>A I R</b> |
| <b>E</b> | Excellent communication and organisational skills  | <b>A I R</b> |
| <b>D</b> | Knowledge of School Teachers Pay and Conditions (STPCD)  | <b>A I R</b> |
| <b>D</b> | Experience of using Arbor/relevant school information databases  | <b>A I R</b> |
| <b>D</b> | Experience of coaching and/or mentoring  | <b>A I</b>   |
| <b>D</b> | Experience of delivering learning and development training both one on one and in small groups   | <b>A I</b>   |

### Behavioural and other characteristics

|          |   |              |
|----------|---|--------------|
| <b>E</b> | Respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability | <b>A I</b>   |
| <b>E</b> | Possess personal integrity, warmth, and a willingness to grow and learn   | <b>I</b>     |
| <b>E</b> | Adopt a co-operative approach to the vision of the academy  | <b>A I R</b> |
| <b>E</b> | A willingness to develop professionally through training  | <b>A I</b>   |

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Safeguarding and Child Protection policy on our website.