



Northern Star Academies Trust

NSAT HR Officer

Job Description

Introduction & Purpose

NSAT is an innovative and growing multi academy Trust. NSATs operational model is based around a centralised executive management function and currently three geographical 'hubs' – Harrogate, Skipton and Keighley (North Yorkshire and West Yorkshire) enabling the sharing and managing of resources to drive and underpin school improvement in the local hub schools. Each of our hubs will typically comprise 1-2 secondary schools, 2-4 primaries and other educational or commercial entities (e.g. Teaching School, SCITT, Nursery, and Alternative Provision).

The HR Officer is an integral part of the central Trust team and is responsible for providing HR support and guidance to the Trust schools, supporting the Trust People Director to ensure the effective delivery of HR services. In particular, processes relating to: recruitment including safeguarding responsibilities, staff induction, attendance management and HR case management.

Under the direction of the People Director, the HR Lead Officer will provide support and administration to ensure the effective delivery of HR services within the schools - ensuring compliance within Trust HR policy and supporting transformational change.

Summary of the Post

Responsible to: NSAT People Director

Hours of work: Permanent – Full time

Salary: NJC band G (£22,627 to £24,982) per annum

Location: Working base at Starbeck Primary School, but expected to work flexibly across the Trust schools, as needed.

Responsibilities

Responsibilities include but are not limited to the following:

Recruitment, including safeguarding responsibilities:

- With the support of the NSAT HR team, support the recruitment and selection process within the schools (drafting adverts, job profiles, advertising, collating applications, applying for references, and support during interview days).
- Ensure all staff recruitment adheres to the safer recruitment policy and procedures, and that all necessary right to work checks and DBS clearances are undertaken, ensuring they meet employment law guidelines. Assist in maintaining the Trust Central File Record, and any central software within the schools.
- Support the delivery of the induction process within the schools, ensuring all new staff are provided with appropriate Trust policies and school information, and the relevant departments are informed of new starters (IT, reception, SLT).
- Following appointment, ensure all necessary documentation is administered and new starter files are created and completed in line with safer recruitment practise and relevant policies.

General HR Support:

- Build and maintain effective working relationships with employees and stakeholders at all levels, providing support and guidance on a range of HR policies and HR related issues within the Trust.
- Provide support and advice in all areas of staff absence (short and long term). Monitor absence levels, identify issues and concerns following the NSAT Staff Attendance Policy, ensuring remedial action is implemented in line with Trust policies. Support Headteachers/line managers in return to work interviews.
- Actively promote staff wellbeing and ensure staff have access to appropriate employee support schemes.
- Act as Relationship manager and develop a strong working relationship within the school communities on all HR matters such as maternity and paternity leave, flexible working and equalities act requirements.
- Provide support to the Trust schools in the case management of staff disciplinary, grievance or any other HR related matters.
- Support investigations into any allegations received by the Head of Academy.
- Support the schools in ensuring staff annual declarations are collated in a timely manner and filed appropriately under GDPR regulations.
- Contribute to the completion of the Schools Workforce Census for all the Trust schools, ensuring all data is accurate prior to submission, assisting on the errors and queries where necessary.
- Assist schools with performance management process where necessary.
- Participate in the performance and development review process, taking personal responsibility for identification of own learning, development and training opportunities in discussion with line manager.
- Provide first point of contact on all NSAT policies and procedures including safeguarding processes in order to ensure the welfare of children and young persons and actively promote NSAT policies and procedures.

Other

The above list is not exclusive or exhaustive, and the Trust may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Trust's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and reflecting the Trust's values.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible, and positively promote the work that is carried out.