



Bishop Chadwick
Catholic Education Trust

Job Description – People Coordinator

Responsible to: People Manager
Grade: Band 5 SCP 17

OVERALL RESPONSIBILITY

To contribute to the provision of a high quality People Service to the Trust. This will include working as a member of the People Team within the Trust Central Services Team providing support to the Central Team and all schools within the Trust on people related matters.

GENERAL RESPONSIBILITIES

1. To implement the aims and objectives of the Trust
2. To undertake such duties as may be reasonably directed by the CEO/CPO/People Manager including an active contribution to the delivery of People Services across the Trust.
3. To participate in and contribute to appropriate professional development of staff across the Trust.
4. To contribute to broader aspects of Trust/school life when opportunity and situations are relevant.

JOB SUMMARY

1. Provide a comprehensive and effective People support service to Directors, Governors, senior leaders and Trust staff on the application and implementation of all People procedures.
2. Support with recruitment and selection campaigns, ensuring compliance to safer recruitment guidelines and advise at all stages to staff at all levels.
3. Complete associated pre-employment checks for new starters within the Central Team.
4. Work with the Central Team and senior leaders in schools to provide a proactive and robust approach to absence management, including supporting with appropriate paperwork and producing referrals to Occupational Health.
5. Support Trust colleagues on wellbeing initiatives, wellbeing days/events and updates to the school absence insurer, where necessary.
6. Keep up to date with Keeping Children Safe in Education statutory guidance.
7. Assist the People Team with single central record audits, offering support to school business leads and supporting the delivery of training.
8. Support with the implementation, review, updates and CPD of People policies and procedures.

9. Provide advice to Business Leads and Managers on processes and answer queries including those relating to National and Local Conditions of Service for all employee groups.
10. Produce and support school business leads to create Contracts of Employment.
11. Process payroll information for the Central Team including starters, leavers, changes and absences.
12. Carry out the Central Team Payroll checking each month to assist with Payroll sign off.
13. Liaise with payroll services with People related enquiries.
14. Draft any necessary People letters for the Central Team.
15. Manage the Central Team Single Central Record.
16. Assist with the processing of Leave of Absences within the Central Team.
17. Action the Exit Interview process.
18. Co-ordinate CPD sessions and manage all bookings.
19. Support with the ongoing administration for Job Evaluation.
20. Build effective working relationships with Directors, Governors, Headteachers, employees, Trade Union colleagues, external agencies.
21. Assist the People Team with due diligence procedures.
22. Attend project meetings and prepare associated documentation.
23. Organise and minute the Joint Consultation Committee meetings for the Trust.
24. Support the People Team with investigations such as taking minutes for complex meetings and supporting with preparing paperwork for hearings.
25. Ensure compliance with the General Data Protection Regulations for the Trust relating to People matters.
26. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by senior staff.
27. Comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
28. Support the vision, values and catholic ethos of the Trust and individual schools.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure.

Any other duties as reasonably requested by the Chief Executive Office/Chief People Officer/People Manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.