

<b>POST TITLE:</b> People Operations Co-ordinator	<b>GRADE:</b> 5
<b>RESPONSIBLE TO:</b> People Operations Lead	

**Purpose of role:**

To provide a full operational and administrative service supporting schools and academies within the trust. Using a service focused approach, transactional procedures will be carried out accurately and in accordance with trust policies and requirements, DfE guidance and appropriate legislation whilst always maintaining confidentiality and high professional standards.

**Principle Accountabilities:**

Transactional Services

- Provide a HR operational and administrative service to a number of schools and academies that are allocated to the post holder, working as a wider team when required to ensure an effective service delivery.
- Work closely with School Office Managers to ensure compliance with statutory regulations and Trust policies.
- Recommend improvements to ensure effective operational and administrative services are developed.

Employee Lifecycle Management

- Provide administrative support for the full employee lifecycle including on-boarding, contract variations and leavers.
- Ensure pre-employment checks are undertaken in accordance with Safer Recruitment practices, Ofsted and Trust policies and procedures.
- Provide accurate data to the Trusts Payroll Provider in a timely manner.

Policy & Compliance

- Maintain the SCR system with school colleagues.
- Support with statutory returns as required.
- Provide basic advice and guidance relating to operational Trust policies such as family friendly policies and attendance management, signposting/escalating to the Advisory team when required.

HRIS & Data Management

- Support schools to maintain electronic records and in-house HR systems.
- Support with preparing school-based reports on employee related data to assist schools with management of staff.

## Stakeholder Engagement

- Build and maintain strong relationship with school leaders, school office managers and other professional service colleagues.

## Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

## General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education/Qualifications</b>	
Good standard of education (5 x GCSE's or equivalent– English & Maths grade C 4 or above)	<b>E</b>
Educated to A Level standard or equivalent	<b>D</b>
Willingness to work towards Level 3 HR related qualification	<b>D</b>
<b>Experience</b>	
Team working in a busy office environment	<b>E</b>
Managing a demanding workload with conflicting priorities	<b>E</b>
HR Admin or experience working in an educational environment	<b>D</b>
Maintaining and extracting data from a HRIS or other data base system	<b>E</b>
Working in an environment requiring confidentiality	<b>D</b>
Understanding of office practices and protocols	<b>E</b>
Experience in developing processes and procedures	<b>D</b>
<b>Behaviours</b>	
Able to demonstrate Futura values and how to live them in the workplace	<b>E</b>
Natural communicator	<b>E</b>
Solution focussed approach to problem solving	<b>E</b>
Positive attitude to change	<b>E</b>
Able to work collaboratively and develop relationships with a range of stake holders	<b>E</b>
<b>Skills</b>	
Excellent IT skills with a working knowledge of MS Office	<b>E</b>
Knowledge of educational IT systems such as iTrent, BromCom	<b>D</b>
Manipulation, extraction and analysis of raw data	<b>D</b>
Excellent communication skills	<b>E</b>
Confidence in own ability/initiative	<b>E</b>
Good time management skills	<b>E</b>