

Hollingworth Learning Trust

Job Description for Trust HR Officer (Casual): Hollingworth Learning Trust

Job Title:	Trust HR Officer
Contract Information:	No set hours, casual contract. Estimated 3 – 4 days work each week for the duration of the casual needs of the business. (more or less hours would be considered, please ring and speak to the HR team to discuss). Casual hours likely to be needed for between 3 to 6 months (required on a casual basis whilst we appoint to our permanent HR structure). Assignments to be planned in advance to meet the needs of the Trust and to ensure adequate resources in the department.
Responsible to:	Trust HR Manager
Responsible for:	n/a
Terms & Conditions:	NJC, Support Staff Terms and Conditions This role is offered on a casual basis with timesheets to be submitted for payment of days worked.
Salary Range:	NJC Grade 6 - SCP19 Paid at an hourly rate of £16.96 plus holiday pay
Other:	Based at the Trust Office with travel to sites for meetings.

Hollingworth Learning Trust Background & Vision:

We are here to make a positive difference to the lives of our children. We are not here to make the inevitable happen.

Our Trust exists to support school improvement and share innovation across all of our schools in order to raise standards, improve provision and unlock potential. The purpose of each school is to improve the life chances of each child regardless of ability, gender, social background or ethnic origin.

Our Central Services Support Team are a key part to us supporting our schools.

Trust Values:

Our values are at the heart of what we do. We are:

AMBITIOUS: We have high expectations for all of our children and staff. They deserve the best we can do.

POSITIVE: We believe that people and schools can improve; we always believe this.

RESILIENT: We make long term commitments to pupils, families, communities and schools.
We never give up.

REFLECTIVE: We constantly evaluate what we do in order to improve. We are never complacent.

PRINCIPLED: We always promote equity, equality and challenge injustice. We consistently act in the 'best interests' of our pupils.

Purpose of the Job: The Trust HR Officer will be a key part of the central services team, working with the Trust HR Manager to provide the HR central services to schools in the Trust.



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ORGANISATIONAL CHART



CONTROL OF RESOURCES

Personnel:	None
Financial:	None

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the Trust's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

Internal:

1. Teaching and support staff within the Trust
2. Users of the Trust
3. Voluntary helpers

External:

1. Parents/Carers
2. Visitors and customers
3. External agencies e.g. local authority

Key Duties and Responsibilities:

- To support the Trust HR Manager in delivering the Trust HR service.
- To act as a key point of contact for HR related queries, providing support and advice to staff, referring to the Trust HR Manager where appropriate.
- To complete Trust HR Recruitment duties.
- To be part of the job evaluation team.
- To be a 'Safer Recruitment specialist', ensuring full compliance with KCSIE at all times and supporting school based HR staff / recruiting managers to deter unsuitable candidates from applying for and being appointed to roles in our schools.
- Training school based HR staff on recruitment and KCSIE compliance.
- Maintaining the SCR and employee MIS for the Trust Central Office staff records.
- To ensure the accurate and timely delivery of administrative services such as formal correspondence to employees relating to terms and conditions of employment and policies/procedures (offer letters, employment contracts, leaver documentation, changes to terms and conditions, etc.)
- Maintaining employee records.
- Use of the Trust HR system, inputting data and reviewing processes / workflows, to ensure efficiency.
- Absence management and employee relations case work, procedures and processes.
- Providing advice and guidance on HR best practice.
- To play an active role in the monitoring, reporting and analysis of key data including but not limited to, induction feedback, staff turnover, gender pay gap data, equality data, etc.
- HR Administration duties, including



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- Planning, and sometimes delivering training, including inductions for new staff and return to work training for managers.
- To ensure the HR new starter process for employees in our schools is up to date, provides employees with a consistent welcome and introductory experience, is inclusive of all required training and is evaluated with employee feedback.
- To support schools with the monitoring of probationary periods of staff and support line managers with these reviews, raising any concerns to the Trust HR Manager where required.
- Any other HR related administrative tasks.
- To support the Trust HR Manager in a range of duties including:
 - Assist schools with Equality Objectives and reporting, this may include Equality training for staff and stakeholders.
 - Advice in relation to performance management for support staff across the Trust.
 - Advice in relation to training days for support staff across the Trust.
 - Staff wellbeing initiatives and employee benefits.
 - Attendance at meetings.
 - the development of HR CPD for senior staff and managers across the Trust
 - Due diligence, TUPE and onboarding for new schools joining the Trust.
- Any other HR related tasks commensurate with the role as required.

General Responsibilities:

- The postholder must perform their duties in accordance with the Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the Trust ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Learning Trust expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the Trust.

Signed	Postholder	Date
Signed	Line Manager	Date



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Information for all applicants / postholders:

Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.



AMBITIOUS

POSITIVE

RESILIENT

REFLECTIVE

PRINCIPLED