

**Job Description + Person Specification for HR Officer: HLT Central Team**

<b>Job Title:</b>	HR Officer
<b>Contract Information:</b>	Term Time plus 2 weeks, Permanent 36.25 hours per week, over 5 days*(30-minute unpaid lunch daily) (*flexibility available, start and finish times to be discussed)
<b>Responsible to:</b>	Senior HR Advisor
<b>Responsible for:</b>	N/A
<b>Terms &amp; Conditions:</b>	NJC, Support Staff Terms and Conditions
<b>Salary Range:</b>	NJC Grade 6, Scale Point Range Points 19 – 22 Starting scale point is dependent on experience FTE Salary £32,061 - £33,699 per annum Actual Salary £27,478 - £28,882 based on TTO + 2 weeks
<b>Other:</b>	2 months' notice period Based at the Trust Office with travel to sites for meetings.

**Hollingworth Learning Trust Background & Vision:**

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

Each academy in our trust has a unique context and works to best meet the needs of its pupils and local community. We do not believe in a standard 'one size fits all' approach or the development of 'identikit' schools. Hollingworth Learning Trust develops a bespoke relationship with each academy dependent on where it lies on its improvement journey and supports this development while respecting its unique character and context.

**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.



**Organisational Chart:**

COO
Trust HR Manager
Senior HR Advisor
Trust HR Officer

**Purpose of the Job:**

To be a key member of the Central HR Team, supporting the HR Team to provide a professional and supportive HR service to the schools within our Trust – in line with the responsibility matrix, the Department Improvement Plan and Trust People Strategy.

**Principal Accountabilities:**

- To support the Trust HR Team 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 senior HR team where appropriate.
- To complete Central Services Recruitment duties.
- To be a 'Safer Recruitment specialist', always ensuring full compliance with KCSIE 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, KCSIE compliance and other areas of HR.
- To be responsible for creating and updating the HRA Handbook, ensuring this is up to date with all processes as outlined in the responsibility matrix.
- Holding regular meetings with the school-based HR staff, ensuring you have an up to date understanding of their current casework and support needs, and providing regular training to support their development.
- To complete all administration tasks for, and work with the Senior HR Adviser to develop, the onboarding/during employment/offboarding documentation and processes.
- 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.
- To triage issues and to manage caseload of work which will include; all staff absence casework (if case is complex, escalate to SHRA); some grievance and disciplinary casework (in liaison with the SHRA).
- Providing advice and guidance on HR best practice.
- To write the template letters and supporting administrative documents which are to be used alongside the Trust HR Policies.
- 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
  - o Planning, and sometimes delivering training, including inductions for new staff and return to work training for managers.
  - o 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.
  - o To support HRA's with the monitoring of probationary periods of staff and support line managers with these reviews, raising any concerns to the Senior HR Team where required.
  - o TUPE administration when new schools are joining our trust.
  - o Any other HR related administrative tasks.
- Any other HR related tasks commensurate with the role as required.
- To support the Trust Compliance team with administration and case work as required.
- To provide quality assurance of trust policies and documents.



**Problem Solving:**

- It is important that the post holder has the experience of dealing with HR case work and uses this experience and knowledge to solve new problems. They will be supported by the HR Team with the problem solving to higher level queries, however, they should be able to problem solve the majority of areas within their role with their own knowledge, skills and training.
- The post holder will be required to come up with answers to new problems, whilst following statutory guidance and employment law – ensuring the organisation remains compliant and that decisions made protect us from risk (e.g. employment tribunals). Support will always be provided by the Senior HR Team.
- To plan timeframes for casework, ensuring cases are progressed in a timely manner.

**Know how:**

- This role will require a sound level of Practical and Technical Knowledge relevant to HR in education.
- The post holder will be required to have excellent communicating and influencing skills, they will be required to provide clear and correct advice (with support from the HR Team).
- HR skills and experience required. Minimum level 5 CIPD + a minimum of one year of experience within education HR is required.
- Ability to communicate with all stakeholders, to influence decisions at all levels and with external parties e.g. Trade Unions.
- Work positively with all whom a relationship is required with as part of the role, including internal and external stakeholders and partners.

**General Responsibilities for all staff:**

- 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.
- 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.
- 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 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 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 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.



### Person Specification

The key for our method of assessment is:

**Application form = A      Certificates = C      References = R      Interview Process = I**

Professional Qualifications / Training	Method of Assessment
<b>Essential</b> <ul style="list-style-type: none"> <li>• Level 5 CIPD Qualification</li> <li>• Safer Recruitment in Education</li> </ul>	C C
<b>Desirable</b> <ul style="list-style-type: none"> <li>• Degree / recognised professional qualification relevant to the role</li> <li>• A record of recent and relevant continuing professional development</li> <li>• Safeguarding Training</li> <li>• Mental Health First Aid</li> </ul>	C C C C

Skills, Abilities and Experience	Method of Assessment
<b>Essential</b> <ul style="list-style-type: none"> <li>• At least one year of experience in education HR.</li> <li>• Administration skills and experience, including the ability to use a range of computer software and generate documents electronically.</li> <li>• People skills, including the ability to support staff and managers sensitively and supportively.</li> <li>• Excellent knowledge of HR and employment processes.</li> <li>• Experience of writing letters and taking minutes.</li> <li>• Ability and commitment to work flexibly and collaboratively as part of a team whilst taking a leading role when required.</li> <li>• Experience of working in a fast-paced environment.</li> <li>• A solution focused approach to work.</li> <li>• Understanding of employee relations and experiencing of either leading or supporting with case work.</li> <li>• Understanding of employment law.</li> <li>• Excellent communication skills, both in person and in writing.</li> <li>• Extensive knowledge of the checks required to be completed and recorded for all school-based staff, to ensure that Trust SCR's are compliant.</li> <li>• Knowledge of STPCD / Green Book.</li> <li>• Knowledge of mental health, including how to support staff and managers</li> </ul>	<b>A, R &amp; I for all within this section</b>

Personal Qualities & Attributes	Method of Assessment
<b>Essential</b> <ul style="list-style-type: none"> <li>• Genuine interest in and passion for working in HR, with a view to developing your HR career and a willingness to undertake further training</li> <li>• Commitment to self-development and able to demonstrate the following personal qualities; Ambitious, Positive, Resilient, Reflective and Principled</li> <li>• Positive and solution focused with a flexible approach to work</li> <li>• Customer focused and ability to meet deadlines</li> </ul>	



<ul style="list-style-type: none"> <li>• The ability to work with discretion at all times</li> <li>• High levels of integrity, able to ensure confidentiality</li> <li>• A team player with excellent and adaptable communication skills</li> <li>• Self-motivated and proactive</li> <li>• Accuracy and attention to detail</li> <li>• Ability to lead a discussion with staff at all levels and provide support and advice</li> <li>• A commitment to safeguarding, promoting welfare of children and young people</li> <li>• Excellent relationship management, experience of successfully working with stakeholders and building effective working relationships at all levels</li> <li>• Ability to communicate to a variety of audiences</li> <li>• Reliable and trustworthy</li> <li>• Excellent interpersonal, skills with the sensitivity to work well in a range of situations</li> <li>• Ability to support staff with an appropriate balance of support and challenge</li> <li>• A full clear driving licence is essential to ensure the ability to travel between sites</li> </ul>	<p><b>A, R &amp; I for all within this section</b></p>
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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

**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.**

