

Job Description

Post Title:	Trust HR Officer
Post Grading:	Grade 7 Point 19-22 (£34,314 to £37,035)
Hours:	37 hours a week, 52 weeks a year
Responsible to:	Chief Administrative Officer (CAO)

Overall purpose of this post:

To provide high quality, pro-active professional HR advice and support to the Trust and its Academies whilst ensuring compliance with Trust policies, procedures and systems and relevant legislation.

Major Objectives:

These will include, as appropriate, those that reflect the Trust's key value: "Winning Hearts, Inspiring Minds" through Collaboration, Inspiration, Diversity and Community.

Support for the Trust Executive Leadership Team

1. Provide expert advice, guidance and support on all HR and employment law issues identifying where changes relate to current practise and pro-actively raise recommendations for change where applicable.
2. Support with complex case management such as employment tribunals, union engagement, ensuring compliance with Trust policies and procedures.
3. Support in ensuring a consistent approach to decisions across the Trust relating to overtime payments, maternity, paternity, shared parental leave and sickness entitlement etc.
4. Provide support and guidance on pensions, staff benefits and salary sacrifice.

HR as a Service

5. Develop and maintain good working relationships with Academy Principals and senior leaders to understand, advise and support with key HR issues and priorities.
6. Provide expert advice, guidance, support and training, where necessary, to Principals and other senior staff on all HR and employment law issues including case management for disciplinary, grievance, capability and absence procedures.
7. Provide advice and guidance on employment-related queries including maternity/paternity leave entitlement and pensions entitlement.

8. Undertake internal investigations in support of grievance and disciplinary processes, across the Trust.
9. Support Academy administration teams as required, including statutory returns such as workforce census.

Recruitment

10. Support the Trust Executive with the development of recruitment strategies in line with the Trust's values and development plans.
11. Provide professional guidance and support to the Trust Executive and Principals on recruitment and selection processes.
12. Provide expert advice, guidance and training on the use, maintenance and monitoring of each Academy's Single Central Record, inline with current KCSiE guidance.
13. Develop a consistent approach to recruitment across the Trust including standard information and documentation and oversight of processes, complying with safer recruitment requirements.
14. Co-ordinate internal recruitment opportunities throughout the Trust, promoting them to existing staff.
15. Develop a consistent approach to staff contracts, administering and maintaining those of Trust employees and supporting Academies to do the same.
16. Support with the staff induction experience across the Trust.
17. Support with HR data capture and analysis and the preparation of reports to inform HR and recruitment strategies, including summaries for the Trust Board.
18. Promote the Trust's staff benefits and well-being services to support and retain existing staff.
19. Provide administration and support as required for Central Team and Trust wide recruitment.

Procedural HR

20. Support the recruitment process for vacancies including advertising and coordinating candidate applications, pre-employment checks, shortlisting, interviews and all associated paperwork in line with safer recruitment and policies.
21. Support with on-boarding of new starters including offer letters, contractual arrangements, induction, and probation processes ensuring all records are up to

date and accurate and that employment contracts are signed and stored securely.

22. Support the professional development culture of the Trust, ensuring the Trust CPD offer is accessible to all staff and that PD process and procedures are consistently applied.
23. Support with the writing, development and implementation of Trustwide and Academy Specific HR policies.
24. Maintain the integrity of the Trust and Academy Single Central Records, in keeping with KCSiE and Ofsted, as required.
25. Ensure accuracy and confidentiality in dealing with requests and maintaining records, ensuring compliance with GDPR.
26. Provide ad-hoc support for internal meetings, including high quality minute taking.
27. Oversee staff absence management administration, providing support where necessary.
28. Support with GDPR related matters such as data breaches, SARs and FOIs.

General

29. Work from the Trust Offices, travelling to all Academies as needed and working onsite, as required.
30. To work in a professional, discrete and confidential manner at all times.
31. To achieve and maintain positive and effective lines of communication with internal stakeholders such as staff, those involved in Trust and Academy governance and with suppliers and external agencies.
32. Take responsibility for own professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the services provided to, and by, the Trust.
33. To maintain competence in role by attending training as required and keeping up to date with the relevant policies, procedures and processes across the Trust.
34. To provide support to colleagues and other new staff on the use of systems and application of processes and policies relevant to the role.
35. To perform other ad hoc duties and assignments as may be determined by the Trust Executive Team.
36. To report all concerns to an appropriate person.

Person Specification – Trust HR Officer

Ref	Criteria	E/D	App	Ref	Int
1. Qualifications and Training					
1a	A level of numeracy and literacy sufficient to carry out the duties of the post (min Grade C/Level 5 GCSE Maths & English)	E	✓		
1b	Level 5 HR qualification, working towards or equivalent HR experience	E	✓		
1c	Professional administration qualification	E	✓		
2. Professional Experience and Knowledge					
2a	Experience of HR in an education setting	E	✓		✓
2b	Experience of administering HR systems and processes	E	✓	✓	✓
2c	Knowledge and experience of statutory requirements, procedures and regulatory requirements relating to HR and payroll	E	✓		✓
2d	Knowledge and experience of safer recruitment and pupil safeguarding processes, including the single centre record	E	✓		✓
2e	Experience of note taking and confidential reporting	E	✓		✓
2f	High level of numeracy skills with an attention to detail.	E	✓		✓
2g	High level of IT competence including proficient use of Microsoft 365 and confidence in using a range of new IT solutions.	E	✓		✓
2h	High level of literacy and ability to write formal communications	E	✓	✓	✓
2i	Experience of operating within effective internal controls	E	✓		✓
3. Equal Opportunity					
3a	Must be able to recognise discrimination in its many forms and willing to put the equality policies into practice and have knowledge of the Equalities Act 2010	E	✓		✓
4. Other Skills					
4a	Able to adapt to new legislation, policies and procedures	E	✓		✓
4b	Able to use own initiative to problem solve, demonstrating a willingness to embrace change	E	✓	✓	✓
4c	Able to prioritise and meet deadlines with changing demands	E	✓		✓
4d	Able to work with spreadsheets and data	E	✓		✓
4e	Able to produce clear and concise documentation	E	✓		✓
4f	Able to work collaboratively as part of a local teams and the wider Trust.	E	✓	✓	✓
4g	Willingness to share knowledge and skills and support, manage relationships and motivate others.	E	✓		✓
4h	Able to resolve issues with service providers, external agencies, and stakeholders, in line with the responsibilities of the role	D	✓		✓

5. Personal Qualities					
5a	Have the ability to support staff with HR matters whilst sensitively applying policy and procedures.	E	✓		✓
5b	Be driven to deliver support through exceptional customer service.	E	✓		✓
5c	Highly motivated with positive approach towards work.	E	✓	✓	✓
5d	A solution focussed individual.	E	✓		✓
5e	High level oral and written communication skills with a strong attention to detail.	E	✓	✓	✓
5f	High standards of professionalism, confidentiality & discretion.	E	✓		✓
5g	Calm and focussed under pressure.	E	✓		✓
5h	Reliable, punctual, and flexible when required.	E	✓	✓	✓
6. Other Considerations					
6a	Willing & able to work out of normal hours, e.g. for school events, governors meetings, etc.	E	✓		✓
6b	Current driving licence and access to suitable vehicle as role requires regular travel between all Academies within the Trust.	E	✓		✓
6c	Willing & able to travel locally to other schools / colleges / academies and occasionally to other local or national venues as appropriate.	E	✓		✓
6d	Willing & able to take annual leave during school holiday periods.	E	✓		✓

E – Essential, D – Desirable

App – Application Form, Ref - Reference, Int - Interview