

JOB DESCRIPTION

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| Title of Post: | HR Officer, Scholars' Education Trust |
| Salary Grade: | H8 |
| Hours: | 37 hours per week*, 40 weeks (Term Time + INSET days + 1 week in the summer holiday) (*reduced hours may be considered for the right candidate, with a minimum of 32 hrs per week) |
| Working pattern: | Monday to Friday or compressed over 4 days |
| Based at: | SET Central Offices, Samuel Ryder Academy, St Albans |
| Responsible to: | HR Manager |

The Central HR Team is vital to the success of the Trust and the Trust prides itself on the efficiency of its administrative provision. This role is essential to support the excellent work within our central HR Team.

1. THE PURPOSE OF THE JOB

- To work as part of the centralised HR team under the direction of the COO and the HR Manager of the Trust
- To provide specialist subject knowledge and employment law support to all schools within the Trust
- To be conversant with HR procedures and provide professional support on staff related issues.
- To offer comprehensive administrative support for members of the senior leadership team on all personnel related issues.
- To work in liaison with HR Assistants and HR Admin Assistants to ensure consistency of policies and practices.
- To provide support to the HR Manager and the COO as required

2. THE POST

The post requires excellent communication skills and a good level of competence when working with IT packages, Word and Excel. Familiarity with CPOMS, Bromcom or SAMpeople would be an advantage but it is not essential as training will be given.

Strong communication skills and the ability to work in a confidential environment are essential as the role requires liaison with staff and senior leaders within the Trust.

3. RESPONSIBILITIES

Recruitment

- Being actively involved in recruitment process by preparing job descriptions, posting ads and managing the hiring process in consultation with the Heads and senior leadership team
- To ensure that the application and interview process fulfils all regulatory requirements.
- To provide the short-listing panel with references and other documentation as required.
- To ensure effective communication with candidates throughout the recruitment process. Upon appointment arrange for the appropriate documentation to be completed and statutory requirements (including safeguarding checks) met.
- To instruct HR Admin Assistants accordingly so all safeguarding checks are completed; DBS and Single Central Record checking procedure for all staff employed by the Trust and compiling all records required. These must be accurate and up to date at all times
- To advise on levels of remuneration for teaching and support staff.

Contracts

- To compose offer letters, draw up contracts and variation to contracts for all staff appointments and changes.
- To liaise with Payroll and Finance teams and on all salary changes, new appointments and staff leavers.

Absence Management

- To oversee Absence Management by monitoring absence level and instructing LM/SLT to complete return to work interviews
- To liaise with Occupational Health when appropriate.
- To manage requests for maternity/paternity/shared parental/adoption leave

Data

- To prepare and complete the annual DfE School Workforce Census for each school within the Trust
- To produce data analysis and reports in response to requests from schools and senior leaders.
- To produce regular absence reports for schools/governors.
- To provide data reports and information for the auditors.

Line Management/Supervision

- To supervise and support HR Admin Assistants
- To work closely with HR Assistants

General HR

- To act as a Personnel Officer to Trust's staff by providing information and advice on policies and procedures, and following through issues with individuals, keeping accurate records.
- To actively promote wellbeing activities and advise employees accordingly
- To support HR Manager with strategic planning and development of policies and procedures

- To ensure Personnel database and staff files are managed ensuring records are accurate and up to date.
- To coordinate submissions of the annual Department for Education (DfE) workforce census for all schools.
- To provide, when requested details of personnel issues such as medium- and long-term absence, illness, requests for compassionate and sick leave, maternity leave, line management problems etc.
- To provide Exit Interview forms, and produce an annual summary report and suggested action plan if appropriate.
- To produce HR analyses and reports for the Governing Bodies and Trust Board meetings
- Any other appropriate tasks as required by the COO or HR Manager
- To travel to Trust's schools to deputise for HR Manager as required

3. PERSONAL SPECIFICATION

The successful candidate should:

- Educated to degree level / have relevant CIPD qualifications (L3 or higher) or proven HR experience
- Have knowledge of employment law
- Have experience and understanding of recruitment process
- Have previous experience in managing team
- Be able to work under pressure, use own initiative and work without supervision
- Have ability to prioritise own workloads and work to deadlines
- Have excellent IT skills including Excel, Word and the ability to use mail merge
- Have a commitment to the best interests of our young people
- Be willing to work as part of a team and independently
- Have excellent interpersonal and communication skills
- Have a strong sense of humour; be flexible in attitude and adaptable to change.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the HR Manager or Chief Operations Officer to reflect or anticipate changes in the post which are commensurate with the salary and job title.

4. Team structure

