



# JOB DESCRIPTION

## HR Lead- Maternity Cover

<b>REPORTS TO:</b>	HR Business Partner/ Head of School
<b>PAYSCALE:</b>	Band 3 Max, Points 6 to 17 (£18,221.67-£21,654.17, per annum, inc. Outer Fringe allowance)
<b>LOCATION</b>	BMAT Primary School – Cooks Spinney Primary
<b>TERMS:</b>	29.5 hours per week, term time plus inset days
<b>CONTRACT:</b>	Maternity Cover, Part-time. 4 days per week.

### PURPOSE OF THE JOB

- This role will be supporting HR for both Cooks Spinney Primary Academy and Nursery and Magna Carta Primary Academy.
- To provide an effective and efficient HR administrative support to the assigned schools ensuring confidentiality at all times.

### Liaison with:

The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

### Specific Responsibilities - HR Lead:

- To support the SLT Cover lead and undertake the administration of Supply staff assigned to daily cover.
- To undertake administration of School Workforce Census for employees.
- To ensure the accurate input of all payroll related information into the Edupay portal (the payroll provider for the Trust) and ensure monthly payroll is correct.
- To update Edupay with new staff or leavers, contractual changes, salary changes, ensure overtime and expenses has been approved by the budget holder, record staff absences
- To prepare employment contracts, offer letters and starter packs for staff in liaison with the HR Business Partner and Headteacher
- To oversee staff absence management (in line with BMAT Absence Management Policy) including the coordination and administration of return to work and trigger meetings, action any reasonable adjustments or make an OH referral if required
- To oversee the offboarding of staff leavers including exit interviews, leavers paperwork and cancellation of access to BMAT systems
- To maintain the Single Central Record (SCR) for all employees and relevant non-employees.
- To liaise with the Headteacher and HR Business Partner regarding complex HR cases such as grievances, disciplinaries etc.
- To minute HR meetings
- To work closely with the Headteacher to plan and manage the recruitment, selection and appointment of all staff.
- To ensure that safer recruitment guidelines within Keeping Children Safe in Education (KCSIE) are adhered to including the oversight of recruitment adverts, as well as Job Descriptions/Personal specifications are accurately completed.
- To coordinate the induction of new staff including processing documentation and disseminating information to new staff
- To support with the administration of ex-employee references in liaison with the Headteacher
- To ensure that the administration of the PMR process is completed for all staff, in liaison with the Headteacher
- To coordinate the administration of Probation and communicate timelines and documents to the line manager and employee
- To maintain staff personnel files, ensuring that they are held securely, confidentially and that data is handled in accordance with GDPR, statutory provisions and school policies.
- To support with the administration of Occupational Health referrals in liaison with the HR Business Partner
- To undertake the administration of Risk Assessments for staff
- To provide well-being support to staff
- To ensure that Bromcom is kept up to date, recording all relevant staff details and update accordingly.
- To complete all DBS applications and follow up with any issues, ensuring all staff hold an up to date DBS. (Obtain documentation, enter information on the portal, verify documents, review outcome)
- To support with the administration of Certificate of Sponsorship (COS) applications for Overseas employees in liaison with the HR Business Partner

### Additional duties:

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

### Other specific duties:

- To continue personal development as agreed.
- To actively engage in the Performance Management Review process.

- To undertake any other duty as specified by the Headteacher or HR Business Partner not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed.
- To keep up to date with changes in HR policies and ensure the correct Trust employment procedures are followed – including Induction, Exit Interviews, Probation etc

## **Safeguarding Children**

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

## **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – HR Lead			
		Essential	Desirable
<b>Qualifications and documentation</b>	<ol style="list-style-type: none"> <li>1. Enhanced DBS and validated references</li> <li>2. Eligibility to work in the UK</li> <li>3. Able to demonstrate a good level of general education to GCSE standard in Mathematics &amp; English or equivalent.</li> <li>4. Sound knowledge of school processes and procedures including HR related policies</li> </ol>	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> X	
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Successful recent experience working with children in a school environment</li> <li>2. Successful experience of working in an office environment</li> <li>3. Meeting deadlines internally and externally imposed</li> <li>4. Working under pressure subject to interruption and conflicting demands</li> <li>5. Working on own initiative</li> <li>6. Maintaining Confidentiality</li> <li>7. Prioritising own work effectively</li> <li>8. Resolving routine issues independently, within general procedural framework, but refer complex or serious problems to line manager</li> <li>9. Meeting deadlines internally and externally imposed</li> <li>10. Work under pressure subject to interruption and conflicting demands</li> </ol>	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> X	
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Ability to use a range of office equipment</li> <li>2. Good keyboard skill</li> <li>3. Good working knowledge of Microsoft applications e.g. Excel, Word, PowerPoint, Publisher etc.</li> <li>4. Effective communication skills, both oral and written</li> <li>5. Understanding of child protection and safeguarding policies and procedures</li> <li>6. Knowledge of relevant codes of practice and school policies</li> </ol>	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> X	
<b>Personal Qualities</b>	<p><b>Characterised as:</b></p> <ol style="list-style-type: none"> <li>1. Sensitivity to the needs of others</li> <li>2. Flexible and adaptive approach to work</li> <li>3. Reliable and trustworthy</li> <li>4. Committed to safeguarding children</li> <li>5. Values and behaviours suitable for working with children &amp; young people</li> <li>6. Committed to equal opportunities</li> <li>7. Calm under pressure and flexible in approach</li> <li>8. A belief in the ability of children and young people to achieve and overcome obstacles to their learning</li> <li>9. Evidence of further study/higher education/professional development</li> <li>10. Awareness to and commitment to equality issues</li> <li>11. Committed to personal and professional development</li> <li>12. Have high expectation of self</li> <li>13. Resolve routine issues independently within general procedural framework but refer complex or serious problems to the Headteacher</li> </ol>	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> X	