



HR OFFICER

Start Date: as soon as possible

Salary: Grade 5 Pt 12-15 - £27,254 to £30,024 (pay award pending)

Contract Type: Fixed Term (1 year) with potential to become permanent

Working Hours: 37 hours a week over 5 days, 52 weeks per year

Location: Based at Trust Offices in Boston

Reporting To: HR Manager

Key Relationships: HR Officer, Payroll & HR Office, Academies & Central Team

Purpose of Role

This role will deliver high-quality day to day HR support to academies and the central teams in addition to an accurate, compliant and timely payroll service. This role plays a key part in ensuring that staff are paid correctly, processes run smoothly and the whole team receive confident, practical guidance aligned with Trust policies.

Principle responsibilities and duties:

- Working alongside other HR & Payroll Officers, be the initial point of contact for routine HR questions from line managers and employees.
- Support the Headteachers and other line managers with recruitment by placing adverts, coordinating interview arrangements and communicating with candidates.
- Process timely employment checks for all new starters in accordance with Trust policies and the KCSIE legal requirements.
- To ensure an efficient onboarding and offboarding process.
- Produce appropriate and accurate HR documentation and correspondence for starters, leavers and contract changes.
- To ensure that all forms of employee information are managed and filed appropriately adhering to GDPR legislation.
- Maintain accurate records within the Trust HR system and access data as instructed to provide key metrics and insights for decision making processes as instructed by the HR Manager.
- Maintain the individual Single Central Record's (SCR's) for sites using the Trust approved templates and software ensuring information is up to date and in line with KCSIE requirements and Trust policies.
- Support with absence management processes under instruction and guidance from the HR Manager.
- Under the direction of the HR Manager assist with the completion of the annual school workforce census and any other third-party reporting as required.
- Under the direction of the HR Manager provide support for formal HR meetings including diary management, preparation of letters, meeting minutes and other supporting documentation.
- Under the direction of the HR Manager prepare HR records for internal and external audits and ensure all records are prepared in advance of audits.



- Adhere to GDPR and Data Protection Regulations, ensuring compliance whilst maintaining confidentiality.

General

- Always maintain confidentiality and professional standards.
- Uphold safeguarding responsibilities and follow safer recruitment practices.
- Support the Trust's values, Integrity, Curiosity, Unity, Hope, Love.
- Be responsible for personal professional development and to keep up to date with educational and compliance initiatives that impact on the Trust.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the job incumbent will carry out. The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the trust in relation to the post holder's professional responsibilities and duties.

To conduct this role effectively you need to be aware of, and support, the fundamental mission and aims and objectives of Infinity Academies Trust, and to be instrumental in creating an ethos which facilitates the effective education of every student and member of staff to ensure that they are "ready to learn; prepared to flourish"

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Infinity Academies Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.



Person Specification

Essential	Desirable	Measure*
Qualifications		
• Good all-round of education to include Maths, English to GCSE (Grade A-C) or equivalent • Evidence of continuing personal and professional development • CIPD Level 3 or above (or demonstrable recent working experience)		A/I/C
Knowledge and Experience		
• Knowledge of HR processes and integrated HR/Payroll systems • Excellent Word, Excel skills to include creation of spreadsheets • Excellent organisational skills and ability to work to strict deadlines • Effective communication and interpersonal skills • Excellent time management • Understanding of data protection and confidentiality	• Experience of working within a busy HR department • Recent working knowledge of payroll procedures • Experience of working within the education sector	A/I
Personal Attributes		
• Ability to prioritise workload and work to deadlines • High attention to detail • Demonstrate a strong customer focussed approach to all • Willingness to proactively embrace change • Willingness to adopt a flexible and collaborative approach to tasks • Exercise complete discretion and confidentiality at all times		A/I

- A = Application form
- I = Interview
- C = Certificates