



JOB TITLE: Trust Recruitment and HR Officer

REPORTS TO: HR Director

SUPERVISES: Not Applicable

BAND: C

JOB PURPOSE:

To assist in all aspects of recruitment for staff and carry out in accordance with policy and good practice including placing advertisements, taking up references, interviewing arrangements and paperwork for successful candidates, including all pre-employment checks.

Following HR Policy to deal with a range of resourcing talent queries. Work under own initiative to ensure workload is prioritised and efficiently completed. Moving from site to site where applicable.

Undertake the administration for amendments to staff contracts, resignations and staff personnel records.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the Trust's Equality and Diversity Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the Trust's Equality and Diversity Policies in relation to both employment and service delivery

To fully comply with current Health and Safety at Work regulations, the Trust and School's Health and Safety Policy and all locally agreed safe methods of work

To undertake and carry out all safeguarding and safer recruitment training as required

At the discretion of the HR Director, such other activities may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- To assist and ensure that all aspects of recruitment for staff are carried out in accordance with good practice including placing advertisements, shortlisting, taking up references, interviewing arrangements including packs and relevant paperwork for successful candidates, carry out all pre-employment checks.
- To take responsibility for ensuring that the Finance Team receives the information they require regarding staff appointments/payments, by completing clear and accurate paperwork.
- To ensure that all personal file records are integrated accurately into HR filing systems, organising confidential filing systems, using both traditional and ICT methods. (Be aware of GDPR for record keeping)
- Follow instructions and implement amendments to contracts as required and to be responsible for all administrative procedures required in connection with the appointment, changes and induction/probation of new staff ensuring the appropriate policies are followed.

- To participate in interview panels, as appropriate and take part in Safer Recruitment training.
- To deal with callers to the Trust, both in person and indirectly, to deal with their queries, as appropriate, or to take messages and ensure their accurate transmission as necessary.
- Call fielding on behalf of the HR Director and CEO. Organising meetings and providing clerical/administrative services ensuring accuracy and confidentiality at all times.
- Report student and school issues in line with the Trust's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.