



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

People Officer

Central Services

## ROLE SPECIFICATION

|                             |                                                                                                                                                                                       |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Academy / Department</b> | Central Services<br>People and Organisational Development                                                                                                                             |
| <b>Post title</b>           | <b>People Officer</b>                                                                                                                                                                 |
| <b>Location</b>             | The Quadrant, Sheffield, S9 4WG                                                                                                                                                       |
| <b>Responsible to</b>       | People Partnering Manager                                                                                                                                                             |
| <b>Full-time Salary</b>     | £31,311                                                                                                                                                                               |
| <b>Working pattern</b>      | Full time, Permanent                                                                                                                                                                  |
| <b>Working hours</b>        | 8.30am to 4.30pm<br><br><i>Travel is required in this role to schools, notably Barnsley. Core hours may be subject to change dependent on the schools' requirements, with notice.</i> |
| <b>Pension</b>              | Local Government Pension Scheme<br>(noting, you can choose to opt out)                                                                                                                |
| <b>Annual Leave</b>         | 29 days + statutory bank holidays                                                                                                                                                     |

## ROLE SUMMARY

Are you an experienced HR officer/senior HR administrator that has been providing low level advisory support?

As a People Officer you will provide business critical HR senior administration at all points of the employee lifecycle. This role includes supporting low level employee relations work in our Barnsley secondary schools as required.

You will provide a high-quality, professional and school-focused HR service supporting the people partnering (advisory) team on a range of people-related matters, including employee relations, compliance with employment legislation, Trust policies, and best practice.

You will have proven HR senior administration and low-level advisory experience.

You will have strong written and verbal communication skills, with experience in notetaking and drafting investigation reports.

You will have a good understanding of UK employment law and HR best practices

You will work under the line management and guidance of the People Partnering Manager, collaborating with the wider people partnering team ensuring a collegiate approach to all people related matters.

## KEY RESPONSIBILITIES

- ★ ★ Oversee the employee relations case management tracker, monitoring dates and tasks assigned, including the timely closure of case work dates and reporting
- ★ ★ Support the administration of disciplinary, grievance, capability, attendance management and other employee relations processes as key support in Barnsley secondaries. A great opportunity to grow and develop existing skills.
- ★ ★ Prepare case documentation, meeting packs and correspondence as required for the wider partnering team
- ★ ★ Attend meetings to take notes where required
- ★ ★ Monitor absence management reports and collaborate with the people partnering team to ensure compliance against policy
- ★ ★ Monitor absence, turnover and workforce metrics, preparing monthly and half termly reports
- ★ ★ Monitor return to work compliance and required absence reviews

- ★ ★ Manage occupational health referrals and reviews, including issuing employee invitations to their referral appointments
- ★ ★ Support HR audits and inspections
- ★ ★ Manage the HR business management system (document control)
- ★ ★ Contribute to continuous improvement of HR systems and processes
- ★ ★ Monitor and triage the Hr advisory mail inbox
- ★ ★ Co-ordinate and organise the administration of the health and wellbeing committee
- ★ ★ Review and manage leavers feedback and send to the relevant People Partner.
- ★ ★ Supporting the People Partners with preparing Ill health retirement administration
- ★ ★ Raising purchase orders on our finance system
- ★ ★ Contributing and supporting the administration of new and updating Employment policies
- ★ ★ Updating the trust communications database for leavers, new starters and internal transfers

### GENERAL RESPONSIBILITIES

- ★ ★ Build effective working relationships with colleagues
- ★ ★ Maintain confidentiality and professionalism at all times
- ★ ★ Participate in training and professional development activities
- ★ ★ Undertake any other reasonable duties commensurate with the grade of the post

The role will provide holiday cover and support for L&D, Recruitment and People Ops when required.

### PERSON SPECIFICATION

|                                                                                                                                  | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Education and Training</b>                                                                                                    |           |           |
| Demonstrable equivalent work experience in generalist and advisory HR                                                            | •         |           |
| CIPD level 3 or equivalent experience                                                                                            | •         |           |
| GCSE English and Math at a minimum grade C or 4                                                                                  | •         |           |
| <b>Knowledge</b>                                                                                                                 |           |           |
| Good knowledge of employment law and regulations                                                                                 | •         |           |
| An understanding of the basis on which HR policies are designed and operated and their interface with recruitment and resourcing |           | •         |
| An understanding of contracts of employment                                                                                      |           | •         |
| An understanding of recruitment and retention issues facing the education sector                                                 |           | •         |
| <b>Skills &amp; Experience</b>                                                                                                   |           |           |
| Experience of low-level employee relations advisory work                                                                         | •         | •         |
| Experience of drafting letters, reports and correspondence to a high standard with an eye for detail                             | •         |           |
| Experience in a fast-paced People (HR) team delivering a high-quality service.                                                   | •         |           |
| Experience in the education sector.                                                                                              |           | •         |
| You will be proficient in Microsoft tools, including Teams and SharePoint                                                        | •         |           |
| <b>Professional Skills</b>                                                                                                       |           |           |
| Knowledge of current employment legislation and best practice                                                                    | •         |           |
| Negotiation and influencing skills                                                                                               | •         |           |

|                                                                            |   |  |
|----------------------------------------------------------------------------|---|--|
| Ability to manage a varied and complex workload, delivering to timescales  | • |  |
| Excellent planning, organisation and negotiation skills                    | • |  |
| Strong IT skills including the ability to use and report from a HR Systems | • |  |
| Strong written and verbal communication skills                             | • |  |
| Resilient and able to meet deadlines.                                      | • |  |

| Personal Qualities                                                                                                                                           |   |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| Confident, enthusiastic and motivated with a passion for people practice                                                                                     | • |  |
| Commitment to self-development and continual improvement                                                                                                     | • |  |
| Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these. | • |  |
| Commitment to Diversity, Equity and Inclusion.                                                                                                               | • |  |
| Flexible and organised approach to work.                                                                                                                     | • |  |
| Inquisitive nature with sound problem solving skills, judgement and initiative.                                                                              | • |  |
| Can-do attitude and solution focused approach with an ability to manage expectations.                                                                        | • |  |
| Able to adapt to changing circumstances and new ideas.                                                                                                       | • |  |

### **GENERAL RESPONSIBILITIES**

- ★★★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★★★ Commitment to personal and professional development.
- ★★★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★★★ Demonstrate an excellent record of attendance and punctuality.
- ★★★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
- ★★★ Child Protection and Safeguarding Policy
- ★★★ Work cooperatively as part of the Trust wide staff team.
- ★★★ This role profile is not exhaustive and undertaking other duties may be required.

All roles are subject to a satisfactory enhanced DBS (disclosure and barring service) check.