

## JOB DESCRIPTION

Job Title/Post:	Human Resources Officer
Responsible to:	Senior HR Officer
Tenure:	Permanent and Full-times
Hours per week:	37
Salary:	Grade 6 – Spine Points (18-20) - NJC Outer Grade B1 - Spine Points (23-26) - NJC England & Wales
Location:	The post-holder will be required to spend time at their assigned schools, as required to meet the needs of the schools and as agreed with the line-manager. There is also the requirement to attend the Central Team Office.

### Job Purpose

Under the direction of the Senior HR Officer, deliver an effective HR support service to their assigned schools.

### Key Responsibilities:

#### 1. Human Resources Administration and Support

- Serve as the initial point of contact for routine HR questions from line managers and staff, escalating as appropriate.
- To ensure that all forms of employee information is managed and filed appropriately adhering to GDPR legislation.
- Support the Headteachers with school recruitment by placing adverts, coordinating interview arrangements with the school administration teams and communicating with candidates.
- Undertake payroll processes for all starters, leavers, contract variations, absences and overtime in a timely manner and within the monthly payroll deadlines.
- Make effective use of all Central Team and HR systems such as MyNewTerm, National Colleges, Reed Agency Service and Sam People to ensure enhanced HR service across the Trust.
- Produce appropriate and accurate HR documentation and correspondence for starters, leavers and contract changes.
- Process timely employment checks for all new starters and current staff in accordance with Trust policies and the KCSIE legal requirements.

- Ensure all school Single Central Records (SCRs) are kept up to date in line with KCSIE requirements and Trust policies.
- Under the direction of the Senior HR Officer undertake the completion of the annual school workforce census and any other third-party reporting as required.
- Provide administrative support for staff benefits such as the eyecare voucher scheme and Electric Car Scheme etc.
- Work closely with the School administration team and Headteachers to ensure that staff absence information is recorded accurately and any associated paperwork or payroll actions are actioned or escalated as appropriate.
- Under the direction of the Senior HR Officer provide support for formal HR meetings including diary management, preparation of letters, meeting minutes and other supporting documentation.
- Support the Senior HR Officer in the compilation of HR key performance indicators.
- Ensure exit surveys are completed or exit interviews scheduled for all leavers and ensure documentation is retained and filed. Work closely with the HR Operations Lead and Senior HR Officer to produce reports on leavers to identify trends.
- Under the direction of the Senior HR Officer prepare HR records for internal and external audits and ensure all records are prepared in advance of audits.

## **2. Data Protection and Safeguarding**

- a. Work within the requirements of data protection regulations at all times.
- b. Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue/concerns.
- c. Remain vigilant to ensure all students are protected from potential harm.

## **3. General**

- a. Undertake any other duties commensurate within the grade and scope of the post as determined by the Head of HR.
- b. Undertake CPD as required for the optimum performance of the duties of the role.
- c. Cover for other HR colleagues during periods of absence.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure.

June 2026

Person Specification: HR Officer

	Essential
Qualifications	<ul style="list-style-type: none"> <li>• Qualified to A level or equivalent.</li> <li>• Commitment to completing a CIPD Level 5 qualification (or equivalent)</li> <li>• Right to work in the UK</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Demonstrable HR administration experience or working in a busy office environment</li> <li>• Highly computer literate, with some experience of working with management or HR systems</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent attention to detail and a high level of accuracy</li> <li>• Professional integrity and resilience</li> <li>• Calm under pressure and able to manage conflicting priorities and maintain accuracy</li> <li>• Continually seeks improvements to improve the efficiency of working practises</li> <li>• A “can do” attitude and approach to work</li> <li>• A high level of confidentiality and diplomacy</li> </ul>
Values	<ul style="list-style-type: none"> <li>• Personal vision is aligned with the Inspire Partnership’s high aspirations and expectations of self and others</li> <li>• Genuine passion and a belief in the potential of every pupil.</li> <li>• Motivation to continually improve standards and achieve excellence</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>• Committed to the Inspire Partnership Academy Trust vision and aims.</li> <li>• Committed to Equality and Diversity.</li> <li>• Committed to own continuing professional development.</li> </ul>

June 2026