

**People Operations Service**  
**Nottingham Roman Catholic Diocesan Catholic Multi-Academy Trusts**

**Job Description – People Officer**

<b>Reporting to:</b>	Head of People Operations; Senior People Officer
<b>Liaising with:</b>	Head of People Operations, Trust Senior Leadership Teams (SLT), Headteachers, School Business Leaders, People/People colleagues, Payroll, NRCDES and external providers
<b>Grade/Salary:</b>	OLOL Band 3 (NJC SCP 6 - 9)
<b>Hours of work:</b>	37 hours per week

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**Core Purpose:**

- To support and assist the People team in providing a forward thinking, responsive and professional service ensuring the Diocesan Catholic Multi-Academy Trusts (CMATs) remains compliant at all times with employment law, conditions of service, professional standards, policies/procedures, Bishop Memorandum and best practice.

**Specific areas of responsibility and key tasks:**

**Recruitment and Retention**

- To work alongside Headteachers and senior leaders to agree advertising job campaigns.
- To work alongside relevant academy staff to agree content and pertinent dates for all external and internal adverts. Where applicable, to draft content for application packs relevant to the academy.
- To administer CMATs website vacancy boards and publish jobs to other appropriate websites to provide maximum exposure. To ensure that the Diocese and Parishes are kept up to date with Trust recruitment opportunities.
- To collate and issue timely candidate application packs to support the recruitment of new staff.
- To support the recruitment panel with suitable assessment methods for each vacancy, provide candidate application forms and other shortlisting information to the panel in an efficient manner.
- To invite shortlisted candidates to interview and ensure references are available for the panel.
- To ensure pre-employment safer recruitment checks are compliant, such as Disclosure and Barring Service (DBS), right to work, references, medical and verification of Qualified Teacher Status (QTS) and other qualifications.

- To update the relevant systems with the outcome of the interview process, prepare an offer letter and Catholic Education Service (CES) contract of employment on behalf of the CMATs and all academies and ensure they are issued in line with the SLA standards.
- To ensure exit questionnaires are issued to all leavers and data collated to analyse and support the reduction of staff turnover.
- To support the accuracy of single central records (SCRs) and ensure they are compliant with safeguarding and Ofsted requirements.

### ***Employee Relations (ER) Support and Assistance***

- To provide initial advice on CES and CMAT policies and procedures to all academies, signposting Headteachers, senior leaders and others as necessary. Escalate to the HR Advisor or HR Manager as necessary.
- To support on-site/virtual visits to academies, such as note taking and return to work meetings if required.
- To provide initial advice on absence management, helping to interpret sickness information/data, signposting to template letters, policies/procedures and to the relevant CMAT employee assistance service. To assist with occupational health referrals ensuring they are administered efficiently and fit notes (statement of fitness to work) are kept up to date and cover all periods of sickness absence.
- To provide administrative support to ensure the efficiency of the associate pool for outsourced services, such as investigations, mediation and well-being initiatives.

### ***People Training and Development***

- To assist the People Operations and HR Service training and development programmes for Headteachers, senior leaders, managers and governors including supporting the booking of venues, organising invites to training, facilitating bookings, gathering training materials, issuing evaluation forms and analysis of feedback.
- To provide support to ensure the delivery of innovative training workshops.

### ***People Policies, Procedures and Management Toolkits***

- To format and interpret People policies, procedures and utilise the management toolkits and flowcharts and ensure they are available to all academies within the CMATs.
- To support the updating of the pay and reward policy and ensure this is available to all academies within the CMATs.

### ***Induction, Talent/Performance Management and Well-being***

- To support an effective induction programme for teaching and associate staff.
- To support the consistent application of performance management by monitoring annual completion rates and review periods.

- To support the delivery of well-being and talent management initiatives, such as organising events at Trust or staff training days.

### **Reports and Workforce Statistics**

- To support the data and systems officers with ad hoc reports and workforce statistics/dashboard for the executive team, Headteachers and senior leaders.

### **Compliance**

- To ensure that all initial advice from the People Operations team is in line with employment law and relevant policies/procedures and CES contract of employment.
- To provide People administrative support to ensure the timely submission of the statutory annual return to the Department for Education (DfE) and other agencies.
- To provide People administrative support to ensure the CMATs comply with statutory responsibilities for reporting on HR and employment matters e.g. academies handbook, equality and collating bundles of evidence regarding teacher misconduct case referrals to the National College for Teaching and Learning (NCTL).
- To ensure accurate employee records are securely maintained on the HRIS and are held in accordance with the General Data Protection Regulations (GDPR).
- To provide HR and administrative support to maintain the single central record and to support the safeguarding of young people.

### **Other Tasks**

- To attend meetings as required.
- To take action to improve outcomes for young people to support all academies in the CMATs to be outstanding.

*The Diocese of Nottingham Catholic Multi-Academy Trusts are committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to appropriate safeguarding checks, including an enhanced DBS check.*

*The Diocese of Nottingham Catholic Multi-Academy Trusts will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification - People Officer

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
A minimum of 5 GCSEs (or equivalent) including a grade C in maths and English	Y		A
Working or willing to work towards CIPD qualifications, or able to demonstrate equivalent experience	Y		A
Commitment to ongoing professional development	Y		A/I

<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Experience of working in a busy and fast paced office	Y		A
Previous experience of working/providing support in a HR function in an educational setting		Y	A
Demonstrable experience of HR recruitment and selection procedures		Y	A/I
Familiarity with operating CES procedures		Y	A/I
Experience of working with trade unions		Y	A/I

<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Evidence of continual professional development	Y		A/I
Ability to manage a varied and complex workload as well as delivering to timescale	Y		I
Knowledge of Ofsted, DfE and academy legislation		Y	I
Knowledge of national and local conditions of service within an education setting		Y	I
Strong ICT skills	Y		A/I
Excellent verbal and written communication skills	Y		A/I
Excellent planning and organisation skills	Y		I

<b>D Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Willingness to support Catholic life	Y		A/I
Emotional resilience	Y		I

Ability to self-evaluate and reflect	Y		I
Able to adapt to changing circumstances and new ideas	Y		I
Attention to detail	Y		A/I
Ability to be respectful and promote equality of opportunity and diversity	Y		A/I

<b>E Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Understanding of safeguarding responsibilities across the CMATs, including compliance with relevant legislation and statutory guidance.	Y		I

