

## MATRIX ACADEMY TRUST

### Job Description – HR Officer

<b>Reports to:</b>	HR Manager
<b>Based at:</b>	
<b>Salary:</b>	Scale Group 10
<b>Main Purpose:</b>	To provide HR advice and support to the school under the guidance of the Headteacher and HR Manager.
<b>Main Activities:</b>	<ul style="list-style-type: none"> <li>• Oversee the recruitment of staff and employment check as required including producing offer letters, holding two satisfactory references, DBS checks, right to work checks and all New Starter information.</li> <li>• Ensure staff follow the maternity leave HR process and complete related risk assessments with the support of the HR Director.</li> <li>• Advise on HR issues including leave of absence, maternity and paternity leave.</li> <li>• Oversee staff sickness records including identifying sickness triggers and if necessary, subsequent Occupational Health referrals.</li> <li>• Ensure appropriate reasonable adjustment records and risk assessments are in place for employees with disabilities or medical conditions.</li> <li>• Complete regular welfare checks for employees who are absent long term.</li> <li>• Ensure that return to work meetings are undertaken in a suitable timeframe.</li> <li>• Oversee the staff induction process including safeguarding training.</li> <li>• Management of HR Processes within the school, including appointment forms etc.</li> <li>• Recording and monitoring of staff absence and timekeeping of school staff including completing a weekly absence document.</li> <li>• Upload all relevant payroll information to Central Office.</li> <li>• Assist the Headteacher with monthly payroll check.</li> <li>• Manage support staff probationary reviews ensuring that these are held within 6 months with line managers.</li> <li>• Support the Headteacher with Performance Management reviews and accompanying paperwork.</li> <li>• Attendance at appropriate staff meetings and minute taking.</li> <li>• Attendance at staffing meetings to provide advice to the Headteacher or other Senior Leaders.</li> <li>• To co-ordinate HR responses to grievances and disciplinary matters and any accompanying paperwork.</li> <li>• To manage and monitor the Single Central Record and arrange checks as appropriate.</li> <li>• Ensure safer recruitment is undertaken at interview and hold all interview and application documentation for at least 6 months.</li> <li>• Keep staffing information up to date on SIMS.</li> <li>• Complete the workforce census.</li> <li>• Maintenance of employee filing systems and the provision of confidential documents and files as required.</li> <li>• Complete job advert request to Head Office.</li> <li>• Upload job vacancies onto the Trust recruitment system.</li> <li>• Arrange wellbeing checks for staff e.g. flu jabs.</li> <li>• Assist the HR Manager and HR Director if required with other HR matters including at other Hub Schools.</li> <li>• To undertake full administration duties to the highest level of accuracy, speed and confidentiality.</li> </ul>

	<ul style="list-style-type: none"> <li>• To play a full part in the life of the Trust community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required.</li> <li>• Any other duty as deemed appropriate to the post by the HR Manager or HR Director.</li> </ul>
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

**MATRIX ACADEMY TRUST**  
**Person Specification – HR Officer**

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths)	E	A/I/S
Minimum qualification of CIPD Level 3 (Level 5 desirable)	E	A/I/S
<b>Experience and Knowledge</b>		
At least one year's experience in a HR based role	E	A/I/S
Supporting staff members in a HR capacity	E	A/I/S
Handling of confidential and sensitive correspondence and information	E	A/I/S
Dealing with employment checks	E	A/I/S
Up to date knowledge on HR and legislation	E	A/I/S
Advising on staffing and legislation issues	E	A/I/S
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	A/I/S
Familiar with office equipment e.g. phone systems, copiers	E	A/I
Working within a school or fast paced environment	E	A/I
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Good time-management and organisational skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Able to work across multiple sets of data across different sites	E	A/I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Effective team worker	E	I
Excellent inter-personal skills	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Ability to handle highly confidential information	E	I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS)*

