

<b>Job Title</b>	People Officer
<b>Accountable To</b>	Senior People Officer
<b>Accountable for</b>	n/a
<b>Grade</b>	UKAT Band D

**Purpose:**

To provide technical HR and payroll delivery across the Trust, ensuring accurate and efficient processing of payroll, recruitment and HR systems activity.

The postholder will play a key role in delivering core HR processes, ensuring compliance with policy and statutory requirements, and maintaining high-quality employee data and records.

**Key Accountabilities**

**Payroll and Benefits Administration**

- Deliver the operational processing of payroll instructions, ensuring accurate input of pay changes, deductions, allowances and employee lifecycle data for validation by the Senior People Officer prior to submission.
- Maintain payroll and pension records, ensuring compliance with statutory requirements and internal procedures.
- Support payroll validation processes and respond to technical payroll and benefits queries from employees and managers.

**Recruitment Delivery and Coordination**

- Deliver recruitment processes across the Trust, ensuring vacancies are managed effectively from advertising through to onboarding.
- Coordinate key stages of recruitment activity, including candidate management, interview processes and pre-employment checks.
- Ensure safer recruitment requirements, including DBS checks and referencing, are completed accurately and recorded appropriately.

**HR Systems and Data Management**

- Maintain HR and payroll systems through accurate data entry, updates and routine reporting, ensuring data is available for validation by the Senior People Officer.
- Support maintenance of the Single Central Record and produce routine workforce reports to support operational and statutory requirements.
- Ensure data integrity across HR systems and contribute to continuous improvement of HR data processes.

## **HR Casework Support**

- Provide administrative and technical support to HR casework by preparing documentation packs, collating information and arranging meetings and hearings.
- Ensure accurate recording of case-related information and support HR managers in maintaining procedural compliance.

## **Compliance and Safeguarding Support**

- Undertake DBS processing and recruitment compliance administration, ensuring all required documentation is completed, recorded and escalated to the Senior People Officer where issues arise.
- Ensure all pre-employment and safeguarding checks are completed accurately and in line with policy and statutory guidance.

*The University of Kent Academies 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 appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check.*

# Person Specification

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	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• HR Level 3 CIPD qualification</li> <li>• 5 GCSEs (including English &amp; Maths) A*-C or hold equivalent qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll qualification (certificate)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a HR role</li> <li>• Working effectively in an office environment</li> <li>• Using HR (or other ICT systems) systems</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school environment</li> <li>• Use of school based MIS</li> <li>• Use of HR database</li> </ul>
<b>Knowledge &amp; skills</b>	<ul style="list-style-type: none"> <li>• Well-developed ICT skills</li> <li>• Positive demeanour and solutions focused approach</li> <li>• Ability to plan, organise and meet deadlines</li> <li>• Attention to detail and ability to work without direct supervision</li> <li>• Ability to be discreet and maintain confidentiality</li> <li>• Ability to deal sensitively with employees</li> <li>• Have a flexible and 'can-do' approach to work</li> <li>• Ability to work under pressure and manage own workload</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to work on own initiative and as part of a wider team</li> <li>• Professional and calm manner</li> </ul>	

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