

JOB DESCRIPTION

Employment Details	
Job Title	People Operations Officer
Reports to	People Operations Manager
Salary Band	TWHF M Grade

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
The People Operations Officer will provide support to the People Operations team in the areas of HR systems administration, HR administrative documentation, payroll processing, payroll checking, HR reporting and HR data tasks.

Responsibilities
- To assist with managing the HR Management Information System, ensuring information is entered accurately, is up to date and correct. - To assist with system audits, data audits and checking. - To respond to and resolve queries around the HR Management Information System. - To provide advice and guidance around using the HR Management Information System where required. - To assist in processing monthly payroll claims, ensuring accurate data is sent to the outsourced provider. - To assist in the monthly payroll checking process to ensure staff are paid correctly and on time. - To assist in processing parental leave and absence accurately and efficiently. - To produce HR documentation including standard letters for absence, contracts and payroll. - To assist the Senior People Operations Officer with managing People data and producing reports for Senior Leaders and Trustees. - To assist in the TUPE process, including producing accurate ELI data. - To work with the operations team to ensure that statutory returns are completed, including School Workforce Census. - To assist in managing shared inboxes for the People Operations team, including the general HR inbox and the payroll inbox.

Additional Duties and Responsibilities
The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
- GCSEs (Grade 4 +) in Maths and English. - Evidence of further study – A Levels / NVQ etc.	- CIPD qualification. - Data qualification.
Skills and Experience	
Essential	Desirable
- Confident and competent in the use of Microsoft Excel. - Experienced in managing high levels of data. - Excellent communication skills. - High level of attention to detail and accuracy. - Experience of working with HRMIS systems. - Microsoft Office including Outlook and Teams.	- Experience of supporting in TUPE. - Experience of payroll processing and checking.
Specialist Knowledge	
Essential	Desirable
Knowledge and experience of HR within education, particularly around People data.	Knowledge of parental leave processes – maternity, paternity, shared parental leave.
Personal Traits	
The successful candidate will:	
- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. - Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. - Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. - Have values that align with the ethos and culture of The White Horse Federation.	