



HR Officer

Job Description and Person Specification

Annual Salary: Grade 3 (£27,254–£33,699)

Hours of work: Full time – 5 days (36.5 hours) per week, all year round

Contract: Permanent

Location: St John Paul II MAC Central Office and across Multi Academy Schools

Start date: As soon as possible

Reports to: HR Business Partner

JOB DESCRIPTION

Job Purpose

To provide a high-quality, accurate and responsive operational HR service across St John Paul II Multi Academy, working closely with the HR Business Partner and colleagues across the MAC. The postholder will coordinate core employee-lifecycle processes, with particular responsibility for monthly payroll administration, HR systems and data, absence recording, pensions, family leave, recruitment and onboarding.

The role will support schools through an exciting period of MAC growth by helping to deliver consistent processes, reliable records and an approachable service for employees and managers. The postholder will exercise sound judgement, resolve routine queries and escalate complex or sensitive matters to the HR Business Partner as appropriate.

Main Duties and Responsibilities

Payroll, Pay and Pensions

- Coordinate the monthly payroll cycle, maintaining an accurate timetable, issuing cut-off reminders and ensuring that all submissions are complete, authorised and processed within deadline.
- Process and check payroll information in Access People and associated finance/payroll systems, including starters, leavers, contractual and salary changes, overtime, mileage, additional payments, KIT days, deductions and other authorised adjustments.
- Prepare payroll batches and monthly change reports, undertake first- and second-stage checks, investigate discrepancies and maintain a clear audit trail for approvals.
- Work closely with Finance, the payroll provider, Principals and school colleagues to review payroll reports, coordinate approvals and action amendments before payroll is finalised.
- Act as a first point of contact for payroll queries, providing clear and timely responses and escalating complex issues where required.
- Maintain secure payroll documentation, including relevant forms and supporting evidence, and process P45 and other leaver documentation in line with agreed procedures.
- Administer annual pay progression changes, update systems and trackers, and produce and issue accurate pay progression letters.
- Support the administration of Teachers' Pensions and Local Government Pension Scheme arrangements, including opt-outs, scheme changes, pension identifiers, service history checks, retirement requests and employee queries.



Family Leave

- Administer maternity, paternity, adoption and shared parental leave processes, ensuring employees and schools receive timely and accurate information.
- Obtain and record relevant documentation, coordinate maternity pay schedules and risk-assessment reminders, update HR and payroll systems and maintain the MAC family-leave tracker.
- Check relevant payroll outputs and draft payslip information where required, resolving or escalating discrepancies promptly.

HR Systems, Records and Data

- Maintain accurate, timely and complete employee records in Access People and other agreed MAC systems, ensuring data integrity throughout the employee lifecycle.
- Create, update and securely maintain electronic and paper personnel records, letters, forms, trackers and supporting documentation in line with UK GDPR, retention requirements and MAC procedures.
- Process contractual changes, update relevant systems and trackers, and produce accurate variation and confirmation letters.
- Produce routine reports and management information, contribute to workforce data checks and support the School Workforce Census and other statutory or MAC returns.
- Support the accurate maintenance of the Single Central Record and other safeguarding-related records, escalating omissions or concerns without delay.
- Monitor shared HR and payroll inboxes, responding to, resolving or allocating enquiries within agreed service standards.

Attendance and Absence Administration

- Record staff absence promptly and accurately in Access People.
- Monitor return-to-work documentation, follow up outstanding forms and liaise with schools to maintain complete and current absence records.
- Maintain absence trackers and prepare regular reports for schools and the HR Business Partner, highlighting trigger points, data gaps or patterns requiring attention.
- Respond to routine absence queries and support the preparation of documentation for attendance meetings, occupational health referrals and related follow-up actions.

Recruitment and Safer Onboarding

- Coordinate recruitment activity across the MAC, including setting up campaigns, collating applications, maintaining recruitment records, scheduling interviews and communicating with candidates and recruiting managers.
- Support safer recruitment processes in line with Keeping Children Safe in Education and MAC procedures, including references, right-to-work and identity checks, DBS applications, qualification checks and online searches for shortlisted candidates.
- Prepare offer documentation and contracts, issue onboarding paperwork and maintain the new-starter tracker through to satisfactory completion of all pre-employment checks.
- Set up new starters accurately across Access People and relevant MAC systems; upload employment documentation and coordinate notifications to Finance, IT and other internal service owners.
- Support induction and probation arrangements, including invitations, review dates, trackers and follow-up with line managers.



- Maintain recruitment and onboarding files in accordance with retention, confidentiality and data-protection requirements.

Leavers and Ongoing Employment

- Coordinate leaver administration, including acknowledgement of resignations, system and tracker updates, payroll notifications, stakeholder communications and secure record-keeping.
- Issue exit interview questionnaires, follow up responses and highlight material themes or concerns to the HR Business Partner.
- Provide accurate routine information to employees and managers on HR procedures, pay, pensions, family leave, recruitment, onboarding and employment records.
- Support employee-relations administration by arranging meetings, preparing and circulating documentation, taking accurate notes and monitoring agreed actions, with advice and complex casework led by the HR Business Partner.

Service Development and MAC Projects

- Contribute to the integration of new schools by supporting data collection, employee record transfer, systems set-up and the consistent implementation of MAC HR processes.
- Support HR projects and initiatives, which may include wellbeing, equality, diversity and inclusion, reward, staff engagement, continuous professional development and career pathways.
- Identify practical opportunities to strengthen accuracy, consistency and customer service, and contribute to the development of templates, guidance and standard operating processes.
- Maintain a bank of current job descriptions and person specifications and support the review of HR forms, letters and communications.
- Support the transition to paperless HR processes by archiving existing files appropriately, maintaining accurate digital records, and ensuring documentation is stored in line with MAC data-retention requirements.

General Responsibilities

- Build effective working relationships with the HR team, Finance, school leaders, managers, employees, payroll and pension providers and other partners.
- Handle personal and sensitive information with the highest standards of confidentiality, integrity and professional judgement.
- Work flexibly across the MAC's schools and Central Office, managing competing priorities and contributing to team cover at peak times.
- Keep professional knowledge current and undertake training and development relevant to the role.
- Comply with MAC policies and procedures and undertake any other duties reasonably commensurate with the grade and scope of the post.

Safeguarding

The jobholder is expected to observe their obligations in accordance with MAC policy and to report any concern regarding a child or young person's welfare to the appropriate person. The post is subject to an enhanced DBS check and other relevant pre-employment checks.



Catholic Ethos

The postholder must understand and fully support the ethos, mission and aims of Catholic education and give positive support to the aims and ethos of St John Paul II Multi Academy.

Health and Safety

The jobholder must exercise their duty of care by taking responsibility for their own health and safety and for others who may be affected by their acts or omissions, and must comply with the MAC Health and Safety Policy and relevant risk assessments.

Equality, Diversity and Inclusion

St John Paul II Multi Academy is committed to equality, values diversity and expects all staff and volunteers to treat others with dignity and respect, eliminate unlawful discrimination and support equality of opportunity and good relations.

Mobility and Review

The role requires travel between the Central Office and MAC schools. This job description reflects the principal responsibilities of the post at the date of issue and may be reviewed or amended, following consultation, to meet changing operational requirements. Any changes will remain commensurate with the grade. The postholder is expected to comply with reasonable management requests.



PERSON SPECIFICATION

The criteria below will form the basis of the selection process. Applicants should address the essential criteria in their application and provide relevant examples where appropriate.

Person Specification		
Attributes	Essential	Desirable
Qualifications and Professional Development	- A good standard of education, including English and mathematics at GCSE grade 4/C or above, or equivalent. - Evidence of relevant professional development and a commitment to maintaining up-to-date knowledge. - CIPD Level 3 qualification	- CIPD level 5 qualification or working towards it. - Safer Recruitment training. - Relevant payroll or pensions training.
Experience	- Practical experience of accurate payroll administration, including starters, leavers, contractual changes, additional payments and payroll checking. - Experience of maintaining HR information systems and confidential employee records. - Experience of coordinating recruitment and onboarding processes, including pre-employment checks.	- Experience in a school, academy trust or other education setting. - Experience using Access People or a comparable HR and payroll system. - Experience of administering Teachers' Pensions and/or the Local Government Pension Scheme. - Experience supporting absence management, family leave, pay progression or employee-relations meetings.
Knowledge and Understanding	- Working knowledge of core HR administration, payroll controls and the employee lifecycle. - Understanding of confidentiality, UK GDPR and secure handling of sensitive personal data. - Awareness of safer recruitment and safeguarding responsibilities in an education environment. - Understanding of the importance of audit trails, authorisation and accurate record-keeping.	- Knowledge of Keeping Children Safe in Education. - Awareness of education-sector pay and conditions, including STPCD and NJC/Green Book arrangements. - Knowledge of the School Workforce Census and Single Central Record requirements. - Awareness of relevant employment legislation and HR good practice.
Skills and Abilities	Excellent numerical accuracy and attention to detail, with the ability to check, reconcile and	- Advanced Excel skills, including filters, lookups and pivot tables. - Experience preparing



Person Specification		
Attributes	Essential	Desirable
	explain payroll information. • Strong organisational and time-management skills, with the ability to prioritise a varied workload and meet fixed deadlines. • Clear and professional written and verbal communication skills, including the ability to explain processes to employees and managers. • Confident use of Microsoft Office, particularly Outlook, Word and Excel, and the ability to learn new systems quickly. • Ability to analyse routine workforce information, identify errors or gaps and produce clear reports and trackers.	management information or workforce dashboards. • Minute-taking or formal meeting support skills.
Personal Qualities and Other Requirements	• Professional, discreet and trustworthy, with an absolute commitment to confidentiality. • Proactive, organised and solutions-focused, with a strong sense of ownership and accountability. • Approachable and collaborative, while able to work independently and use initiative. • Commitment to safeguarding, equality of opportunity and the ethos, mission and aims of Catholic education. • Ability to travel independently between the MAC Central Office and its schools as required, with a full driving licence and access to a vehicle for work-related travel.	• Interest in continuous improvement and using technology to strengthen HR service delivery.