

## Job Description

**Post Title:** HR Officer

**Location:** Arnold Hill Spencer Academy

**Salary/Pay Range:** NJC 16-20 £30,518 - £32,596

**Hours of work:** Full Time. Permanent

**Reporting to:** Vice Principal

### Purpose of Role

- To provide efficient, professional and effective HR advice to the Academy.
- To take responsibility for day to day general HR processes including recruitment, HR, pay and pension related matters, monitoring absence management and supporting HR casework.
- Working with the Trust HR team to provide a customer-focused confidential, accurate and creditable HR service to all employees.
- To have a good working knowledge of school-based terms and conditions of employment in order to manage HR and payroll systems effectively
- To manage induction, probation and professional performance reviews for all colleagues that the post-holder line manages and appropriately manage any underperformance
- Support the management of SAT wellbeing strategies across the academy

### Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

### Main Duties and Responsibilities

#### Human Resources

- Keep up to date with Spencer Academies Trust HR Policies and protocols and ensure these are used appropriately across the academy. Attend cross Trust HR network meetings and training sessions and disseminate appropriate information to colleagues.
- To be the point of contact for general HR, wellbeing, pay and pension queries for academy colleagues and take responsibility for managing payroll and pension queries. Manage historical pension queries and where appropriate escalate queries to the Trust HR team.
- Co-ordinate reference requests for existing employees and conduct exit interviews.
- Ensure maternity, paternity and adoption leave processes are completed accurately and in a timely manner.
- Provide appropriate reports for the Principal and managers from the Trust HR system. Monitoring absence reports and alerting the Principal and line managers to cases where the absence and LOA triggers have been met or absence levels are causing concern.
- Completing wellbeing and occupational health referrals and action any follow up as appropriate.

- Provide support and guidance for colleagues returning from long-term absence, managing phased return, risk assessments and wellbeing plans in line with Occupational Health guidance where applicable.
- Manage the arrangements for HR meetings, ensuring the appropriate paperwork is circulated ahead of the meeting and within agreed timelines, taking minutes, manage record keeping and ensuring follow up actions are in place and monitored.
- Manage the completion and review of risk assessments as appropriate to the role
- Manage induction and probation processes.
- To contribute to the production of the School workforce census, working with Trust HR team

### **Recruitment and On-Boarding**

- Lead on the recruitment and selection of education support professionals as appropriate.
- Supporting the recruitment and onboarding processes using the Trust HR System
- Producing new appointment paperwork; offer letter and contract using Trust HR System.
- Completing DBS and other safer recruitment pre-employment checks and complete any follow up checks as appropriate.
- Process all paperwork associated with employment changes and variations to contracts. maintain all employee personnel files, ensuring archiving of leavers and cleansing of information held in line with GDPR.
- Manage the administration of annual pay reviews in line with Trust policy
- Ensuring that induction and probation processes are managed effectively across the academy.

### **Single Central Record**

- Ensuring new employees, volunteers and contractors details are logged in a timely manner
- Keep the SCR up to date at all times and to be fully aware of any outstanding actions to be completed.
- Ensure all new staff have completed the required safeguarding training and information is included on the SCR
- Ensure that all employee personnel files are set up and maintained in line with Trust protocols.
- Escalate any concerns to the Principal or Trust HR Manager.

### **Payroll**

- Processing any contractual changes for payroll and producing variation and other contract change letters as appropriate using the Trust HR system.
- Process ad-hoc and timesheet payments.
- Monthly payroll checks to ensure all employees are correctly paid.

### **Staff Development and CPD**

- Support and maintain systems for monitoring employee professional performance reviews and contributing to CPD as appropriate to the role.
- Ensure e-training is assigned and completed in line with the mandatory and optional requirements set by the Trust.

### **Attendance Management Monitoring**

- To be the key contact for attendance management.
- At the direction of the Principal and senior leadership team to be responsible for undertaking return to work interviews and welfare meetings
- Manage HR meetings ensuring that appropriate paperwork is circulated on time and taking notes at meetings and ensuring any follow up is actioned.
- Present appropriate data to the fortnightly update meeting with the Principal or Vice Principal

- Keeping attendance records up to date and provide trigger reports to the Principal as required
- sickness and Leave of Absence.
- Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies
- Provide a daily cover sheet, updated as required, to relevant areas and members of staff at the start of the day and when emergencies occur
- Monitor the effectiveness of supply staff as per school policies and procedures, informing the line manager of any concerns

**General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

	Essential	Desirable
<b>Qualifications and experience</b>		
Good standard of education especially with regard to literacy and numeracy skills	✓	
GCSE Maths and English grade 4 or equivalent	✓	✓
HR qualification		
Experience of working in a busy office	✓	
NVQ Level 3 or 4 in Administration or similar IT qualification or experience		✓
Previous experience in an educational environment	✓	
Management of staff		✓

<b>Knowledge and skills</b>			
Ability to work calmly under pressure	✓		
Ability to communicate at all levels clearly orally and in writing	✓		
Ability to work collaboratively with others	✓		
Ability to work within school-based systems and specified timelines	✓		
Working knowledge of a range of administration procedures	✓		
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	✓		
Ability to proficiently use SIMS management information system in relation to HR administration	✓		
Understanding of Academy procedures	✓		
Efficiency in the use of HR systems	✓		
Working knowledge of HR, pension and pay matters in order to answer initial staff queries	✓		
<b>Personal qualities</b>			
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓		
Initiative and ability to prioritise own work and that of others to meet deadlines	✓		
Efficient and meticulous in organisation	✓		
Able to follow direction and work in collaboration with the leadership team	✓		
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓		
Ability to evaluate own development needs and those of others and to address them	✓		
Commitment to the highest standards of child protection and safeguarding	✓		
Recognition of the importance of personal responsibility for health and safety	✓		
Commitment to the Trust's ethos, aims and whole community.	✓		