

## Job Description

<b>Title:</b>	Trust HR Officer	<b>Grade:</b>	TSPT5
<b>Department:</b>	HR	<b>Reports to:</b>	HR Manager
<b>MAIN PURPOSE</b>			
To provide high quality HR support to our schools and central team to include the timely and professional recruitment of staff Trust wide.			
<b>RESPONSIBILITIES TRUSTWIDE</b>			
<b>HR Administration</b>			
<ul style="list-style-type: none"> <li>• Produce adverts for internal/external vacancies and post adverts externally via the appropriate external providers, ensuring information is correct and relevant to the position/school.</li> <li>• Follow the recruitment procedure for shortlisting, invites to interview, online searches and references prior to interviewing.</li> <li>• Arrange DBS checks for all new starters, obtain and verify relevant ID and upload to relevant software.</li> <li>• Arrange Occupational Health checks for all new starters and upload to relevant software.</li> <li>• Obtain required references for all new starters.</li> <li>• Draft, review and send employee Statement of Employment Particulars (Contract of Employment).</li> <li>• Keep hiring managers updated as you work through the on boarding process and communicate with all new starters/hiring managers once the on boarding process has been completed, ensuring the recruitment process is a positive experience for all</li> <li>• Set up accounts with other relevant software packages for all new starters.</li> <li>• Liaise with IT support to set up new email accounts for all new starters.</li> <li>• Respond to telephone and email HR related enquiries and be a point of contact for HR queries</li> <li>• Regular liaison with the Trust Payroll Officer to ensure payroll is updated in a timely manner regarding new hires and all other payroll updates and changes</li> <li>• Maintain staff records on the relevant software</li> <li>• When staff leave, ensure all relevant accounts are deactivated and the leavers process followed</li> <li>• Maintain the central team SCR and notify staff to update DBS checks when due.</li> <li>• Always maintain a high level of confidentiality.</li> <li>• Manage own time and workload effectively by taking ownership of tasks and seeing them through to completion, whilst also working as part of a wider team</li> <li>• Annual prohibition checks</li> <li>• Complete audit information requests</li> <li>• Process flexible working requests</li> <li>• Annual Childcare Disclosure process</li> <li>• Process variations and terminations to employment contracts</li> <li>• Manage the HR recruitment portal including setting up and maintaining it with up-to-date recruitment information and templates</li> <li>• Ensure hiring managers are aware of and follow Trust recruitment processes</li> <li>• Liaise with HR consultants as required</li> <li>• Manage all HR files and records to ensure they are compliant and kept up to date</li> <li>• Manager the HR inbox</li> <li>• Prepare and issue annual salary statements</li> </ul>			

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the HR department to ensure our schools and the central team receive exceptional support and service delivery.

NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.

**SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.

Our Schools/Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.

**CONTACTS AND RELATIONSHIPS** (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

**MANAGEMENT AND LEADERSHIP** (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

**EQUALITIES**

Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.