



THE TENNYSON

Learning Community

Together in strength and partnership

Job Description

Post:	Senior HR Officer
Grade:	NJC L7 – £34,000 per annum actual salary
Department:	Human Resources
Responsible to:	CEO
Terms:	Fixed Term 1 year
Hours:	37 hours per week 08:30am-16:30pm, TTO + 2 weeks (10 days)

Safeguarding – Tennyson Learning Community and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Purpose of the role:

To manage the Trust HR provision by providing professional skills and specialist subject knowledge (including employment law legislation). To support the CEO/leaders with regards to operational and strategic HR related matters with integrity to provide an effective HR service to all stakeholders.

The responsibilities of the Senior HR Officer include:

- Provide HR guidance and support to the CEO, Head of schools, to ensure a consistent and timely approach across the Trust.
- Provide advice, information and guidance on all aspects of HR management and employment, such as terms and conditions of employment and family related leave, for both teaching and associate staff, enabling Managers at all levels to ensure optimal engagement and deployment of staff.
- Provide an effective and efficient recruitment and selection service, working in conjunction with leaders. This will include developing candidate packs and adverts, selecting appropriate advertising media, communicating with candidates, setting up and co-ordinating selection processes, obtaining references, managing all vetting checks for all staff, ensuring all safeguarding checks are in place prior to appointment and maintain up-to-date electronic and paper records, ensuring accuracy and security of information in accordance with statutory and audit requirements.
- Develop job offer documentation including job offer letters, drafting terms and conditions of employment (contracts). Manage the staff induction, ensuring that appropriate records are maintained, and documentation issued to staff in accordance with required timescales.
- Over-see employee relations issues (e.g. absence management, grievance and disciplinary, capability), providing guidance and casework support to managers to support them in carrying out thorough investigations, assisting with employee meetings where necessary.
- Conduct risk assessments, e.g. Maternity, Health related, ensuring risks are mitigated and following up as necessary.
- Overseeing the Job Evaluation process, maintaining and developing a bank of Job Evaluators.
- Enabling correct and consistent application with policies and procedures in the required time frames. Ensuring that appropriate records are kept, and correct documentation is provided in line with Trust policies.
- To manage absence including processing Occupational Health referrals and supporting line



managers in absence related meetings and welfare visits.

- Carrying out statutory HR reporting, including workforce census, ensuring data is accurate and provided to time.
- Auditing the Single Central Record (SCR) in each academy ensuring full compliance.
- Developing and maintaining an up-to-date library of document templates and HR policies for use by all academies.
- Supporting the development of the HR administrator.
- Reviewing existing, and planning and implementing new HR initiatives and preparing, carrying out, analysing and reporting on employee surveys.
- Regularly review, update, develop and implement HR systems, documentation, policies and procedures (in collaboration with stakeholders as appropriate) to ensure these are legally compliant, effective and appropriate, meet the needs of academies across the MAT and aid effective people management, engagement and development within the Trust.
- Maintaining and updating manual and computerised HR and Payroll information systems, ensuring that the information is accurate and compliant.
- Overseeing the effective and accurate administration of payroll; alerting line managers of any inconsistencies in pay and grading that may require attention to prevent equal pay issues arising.
- Preparing salary statements, ensuring accuracy, and distributing in a timely manner.
- Ensuring relevant information is provided to staff on pension scheme membership and signposting to pension providers as required.
- Providing reports for the Board and CEO as required.
- Ensure confidentiality and compliance of records and information in accordance with the General Data Protection Regulations and data protection policies
- Maintain continuous personal and professional development, keeping up to date with legal changes and best practice.

Customer Care

- To continually review, develop and improve systems, processes and services in support of the Academy's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

Valuing Diversity

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
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- All staff will ensure that they are aware of and work within the requirements of all Keeping Children Safe in Education policies, seeking clarity from a member of Senior Leadership if necessary.
- All staff are expected to uphold all Personnel related policies.



Person Specification

Grade: NJC L7
 Department: Human Resources
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		Essential	Desirable
Qualifications and Training		✓	✓
1.	5 GCSEs Grade A*-C, including English and Maths	✓	
2.	level 5 CIPD qualification (Level 3 CIPD is essential Level 5 CIPD desirable)	✓	✓
3.	CIPD membership		✓
Skills, Knowledge and Experience			
5.	Extensive experience of working in a HR role		✓
6.	Evidence of working in an environment where experiences include taking initiative and self-motivation	✓	
7.	Experience of providing advice on HR related advice in line with best practice guidance	✓	
8.	Experience of working with a school-based management information system e.g. SIMs	✓	
9.	ICT competent, including knowledge of Microsoft Office	✓	
10.	Ability to organise time and work to deadlines	✓	
11.	Ability to maintain confidentiality	✓	
12.	Flexible and able to respond to changing needs	✓	



13.	Confident with spelling and grammar	✓	
14.	Excellent interpersonal skills	✓	
15.	Previous experience of working within an educational environment	✓	
16.	Knowledge of current employment law and best practice within HR, including ACAS guidance and education related legislation, e.g. KCSIE	✓	
Personal Attributes			
17.	Ability to promote a positive ethos and role model positive attributes	✓	
Valuing Diversity			
18.	Listen, support and monitor the diverse contributions made to service development without prejudice.	✓	
19.	<p>Challenge behaviours and processes, which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour.</p> <p>Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.</p>	✓	

