Job Description

Post title:	People Officer
Contract:	Permanent, All Year Round
Pay range:	Band SO1/SO2, SCP23 – SCP28
Line manager:	Deputy Chief People Officer
Supervisory responsibilities:	N/A
Location:	Exceed Academies Trust HQ with frequent travel to undertake duties at any of the schools/academies
Hours of Work:	37 hours per week

Purpose and Objectives of the Role: to provide a high-quality People/HR service to all schools and the central team. To provide effective and comprehensive People/HR advice and work with the Chief People Officer and Deputy Chief People Officer to ensure compliance with all relevant staffing legislation.

Specific Duties of the Role:

1. Providing accurate and clear People/HR advice on a range of employment issues including discipline, grievance, capability, attendance, performance management and pay
2. Providing first line advice regarding employment law and case law and referring any complex cases to People Advisor/Deputy Chief People Officer.
3. Pro-active and effective management of casework, generated from nominated academies/settings, ensuring adherence to People policies and procedures
4. Providing advice on national and local conditions of service
5. Creating high quality, clear and concise legally compliant People/HR documents including contracts of employment and all related contractual amendments.
6. Producing letters in line with the Trust branding guidelines and ensuring that all communication on behalf of the Trust and individual schools is consistent, accurate and professional
7. Creating and maintaining a repository of template People/HR letters for use in all settings across the Trust, ensuring that all communication is legislatively compliant as well as being in line with local and national guidance
8. Supporting and advising on recruitment and selection processes on behalf of the Trust and all schools including drafting and placing job adverts, managing responses, liaising with prospective candidates, arranging interviews and requesting references
9. Administering all new starter information on behalf of the central team including the accurate retention of all statutory documents as well as ensuring the required safeguarding checks are in place
10. Monitoring, responding to and distributing e-mails sent to the generic HR@ and Recruitment@ inboxes

11. Processing all requests for Leave of Absence and Annual Leave on behalf of Headteachers and the Central Team, including inputting the data onto the Trust absence management system
12. Producing annual leave cards for all AYR staff at all Trust settings
13. General payroll administration on behalf of the Trust Central Team
14. Assisting all Trust staff with all payroll related queries, referring more complex cases to the People Advisor or Deputy Chief People Officer for review.
15. Administering timely and accurate People/HR reports, as requested, including all data collection and collation
16. Creating the basis for monthly and annual attendance management reports including downloading the relevant data from the absence management system for reporting to individual settings
17. Pro-actively identify and monitor any absence cases, in liaison with school leaders, providing advice and support in line with Attendance Management policy in a bid to drive improvement
18. Liaise with Headteachers re absence management to monitor and implement formal attendance management procedures, including presenting at hearings
19. Liaising with Occupational Health and other wellbeing providers, when necessary
20. Organisation of all People/HR based leadership meetings, for example Headteacher performance management reviews, including schedule setting and hospitality management
20. Act as Investigating Officer for disciplinary cases at any of the schools, as and when required, or support senior leaders acting as Investigating Officer
21. Collating bundles of documents for disciplinary hearings and other multi delegate meetings
22. Minute taking at meetings and staff hearings as and when required, including creating and maintaining accurate records
23. Contributing towards promotion and communication of the Apprenticeship Public Sector Duty
24. Liaising with training providers, on behalf of academies/settings, re apprenticeships
25. Supporting training sessions and communication across the Trust schools
26. Provide the appropriate training and support to line managers on staff management and any other relevant matters
27. Support and develop school-based staff, assisting them to achieve the requirements of their roles
28. Contribute to ensuring the Trust is compliant with data protection legislation (GDPR)
30. To keep abreast of relevant legislation and best practice through continuous personal and professional development.
29. Any other duties commensurate with the grade and post
30. Attendance at meetings as and when required

Person Specification

Area of specification	Essential/Desirable	Method of Assessment
QUALIFICATIONS • GCSE Maths and English at grade A*- C (or equivalent) or Level 2 Literacy and Numeracy is essential • Qualified to degree level (or equivalent) is desirable • CIPD (or equivalent) HR qualification is desirable	Essential Desirable Essential	Application form
EXPERIENCE • At least two years' experience of working in a HR department in either a People/HR Assistant role (or similar) • Significant experience to contribute to delivery of a high quality, professional and forward-thinking HR service • Demonstrable experience in advising and supporting managers in effectively and efficiently managing sickness absence, capability, disciplinary and grievance matters to an appropriate conclusion • Previous experience of working in a customer facing role and delivering excellent standards of service • Confident in dealing with matters confidentially and sensitively • Experience of handling competing demands and meeting targets • Experience working in a HR role in a school or local authority • Up to date knowledge of employment law legislation • Up to date knowledge of safeguarding legislation	Essential Essential Essential Essential Essential Essential Essential Essential Desirable	Application form and interview
KNOWLEDGE/SKILLS/ABILITIES (Core competencies) • HR & Payroll systems knowledge • Proficient in the use of Microsoft Office • Excellent standard of written and spoken English • Strong administration and organisational skills • Attention to detail and thorough • Able to collate and present data effectively	Essential Essential Essential Essential Essential Essential	Application form and interview

• Outstanding interpersonal skills including listening and communication • Excellent organisational skills and ability to manage conflicting deadlines • Reliable and trustworthy, able to maintain strict confidentiality at all times • Commitment to safeguarding and promoting the welfare of children • Knowledge of national and local conditions of service, for school staff, as well as employment law and case law	Essential Essential Essential Essential Desirable	
PERSONAL QUALITIES • A committed, enthusiastic and flexible approach to working • Ability to be resilient in response to challenge to secure successful outcomes • Passionate about continuous improvement and change • Willingness to contribute new innovative ideas • Proactive and approachable • Possess a full driving licence to enable travel to other schools within MAT	Essential Essential Essential Essential Essential Essential	Application form and interview

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.