



Job Title	HR Officer (Trust based)		
Reports to	Head of People	Responsible for	
Grade	Grade 6	Job Family	A28. HR Officer

Job Summary

The HR Officer will play a key role in supporting HR administration and HR-related queries across Brooke Weston Trust Schools.

The role will provide essential support and guidance to staff and line managers on HR policies, procedures, and best practices. This role is integral in delivering a high-quality HR service, ensuring compliance with statutory requirements, and maintaining accurate HR records.

The HR Officer will be responsible for key HR processes, including recruitment, pre-employment checks, induction, and HR administration and absence process.

The role also requires close collaboration with School based colleagues and the People Business Partners to ensure the efficient and timely management of HR processes and casework.

The role is a hybrid role that will require presence in schools, as well as in the central office, with home working also available.

Job Responsibilities

Overall Responsibilities

1. To be the first point of contact for all HR queries and provide basic advice on policies and procedures to schools, staff and line managers.
2. Utilise templates to produce a range of HR letters such as contracts and contractual changes, invitations to interview, confirmation of maternity or paternity leave and the attendance informal and formal meetings.
3. To support school and HR colleagues in preparing reports and data for committees, as and when required, including the Trust Board, Finance and Resources Committee and Local Governing Body meetings
4. Work with Schools and the Central People Team to continually review and improve upon current practice, identifying solutions to enhance efficiency of HR Administrative tasks.
5. Promote a culture of positive HR by building and maintaining good working relationships with all Trust colleagues. This includes visibility in schools.
6. Take responsibility for ensuring that diversity, inclusion and wellbeing are key components of high-quality processes throughout the employee lifecycle

Recruitment and Selection

7. Provide a professional HR administration service, supporting school leadership and HR colleagues with key recruitment tasks including coordination of shortlisting packs, advertising



on relevant platforms, compliance with the Trusts Job Families structure, coordination of invitations to interview etc.

8. Ensure all required pre-interview and pre-employment checks are completed in a timely manner, including reference requests, DBS and Barred List Checks, Pre-medical checks etc.
9. Ensuring all personnel files and HR records held across the Trust are accurately maintained in line with best practice
10. Timely creation, removal, and maintenance of staff records on Trust information systems
11. Responsibility for the accurate maintenance of the SCR in line with Ofsted and Trust expectations.
12. Work with the schools to ensure high quality inductions are implemented and completed in school, meeting statutory and Trust guidance.
13. All HR Colleagues are expected to undertake Safer Recruitment Training

Supporting HR Processes

14. Provide administrative support before, during and after formal meetings, including ensuring relevant bundles are produced, accurate minutes of meetings are taken, and documents are stored securely.
15. Manage leave requests, return to work meetings and informal absence meetings, ensuring that Line Managers complete these in a timely manner.
16. Regularly liaise with the School and the People Business Partner to ensure that cases are managed in a timely and efficient way and that the Casework Management Logs are kept up to date.

Monthly Payroll and other processes

17. Process changes to staff employment details on the HRIS / Payroll System on a monthly basis, ensuring that all HR and Payroll deadlines are met.
18. Liaise with the Payroll Assistant to ensure that all expenses, mileage and overtime claims are processed correctly and on time.
19. Support the school with the submission of the annual School workforce Census in school.
20. Participate in Job Evaluation Panels

GDPR

21. To ensure compliance with data management processes, managing the archive and data destruction process in a timely manner

To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Safeguarding

- The post holder will follow the Trust's procedures for student safeguarding.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Designated Safeguarding Lead.

Training and Development



Training and development will be given to ensure that the post holder is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.



Person Specification

Education and Qualifications	Criteria
GCSE English and Maths or equivalent	E
Level 3 CIPD qualification or equivalent	D
Driving Licence	E

Experience and Knowledge	Criteria
Knowledge of HR processes, including recruitment, onboarding, absence management, and employee relations.	E
Previous HR administration experience, ideally within an educational or public sector environment	E
Experience of school HR systems and policies/procedures	D
Experience of Microsoft Office Tools	E
Experience of SharePoint tools including Power Automate	D

Skills and Abilities	Criteria
High attention to detail and ability to handle sensitive information with discretion and in compliance with GDPR.	E
Excellent organisational skills	E
Ability to maintain efficient record keeping systems	E
Ability to meet deadlines through effective prioritisation of workload	E

Personal Qualities	Criteria
High standards of professionalism and confidentiality	E
Demonstrated skills in organising multiple tasks and projects	E

E Essential

D Desirable