

## JOB DESCRIPTION

<b>Job Title:</b>	<b>HR &amp; Recruitment Co-ordinator</b>
<b>Responsible to:</b>	Director of Human Resources (HRD)
<b>Pay range</b>	Points 14-17 £30,515 - £32,046 per annum
<b>Hours</b>	<b>37 hours per week full year, Monday to Friday, Office/School based</b>

### **Core Purpose:**

Reporting to the HR Director as part of the Trust's Central Team, the role will support the delivery of effective employee relations, people policies, and workforce practices, ensuring robust systems and procedures are in place across the Trust in relation to all day-to-day HR matters compliant with employment legislation and education-specific requirements.

### **Employee Relations and Advisory Support**

Provide timely, accurate, and practical advice to school leaders on a wide range of people matters, including but not limited to: absence management, performance and capability, conduct and disciplinary matters, probation processes, grievances, flexible working and family-friendly rights.

Support the wider HR team on employee relations casework, including, probation, absence management, performance and disciplinary matters ensuring processes are followed fairly, consistently, and in line with Trust policies, employment law and best practice seeking advice and/or escalating matters to the HR Director as required

Prepare clear and professional documentation, including letters, reports, and support formal meetings and hearings as required.

Support internal Trust employment investigations, including disciplinary, grievance, and other formal processes, ensuring timely, thorough, and legally compliant outcomes, and producing clear investigation reports and documentation in line with Trust policies, employment law and best practice, seeking advice and/or escalating matters to the HR Director as required

### **Personnel information & records management**

Maintain personnel records to effectively reflect and relate to standing and progress throughout their employment within the school in line with Trust policies, the Data Protection Act and in line with the standard required for audit investigation by internal and external agencies

Carry out regular housekeeping on HR files for compliance and archiving purposes

Ensure high standards of records/data management and assume responsibility for all information assigned to the post

### **Payroll administration & contracts**

Preparation of contract and contract change letters as required

Advise payroll of any variation/amendment to contracts or special leave (Maternity/Paternity etc) via the HR System for designated area/s of the Trust for designated area/s of the Trust

Respond to queries from staff relating to payroll.

Be conversant and up to date with policies, pay and conditions for school staff

### **Employee life cycle & support**

Perform all functions relating to recruitment including developing adverts, arranging interviews, new starter administration, and onboarding to include supporting new employees to use the HR self-service system.

Update school MIS, HR etc systems, with new staff members

Monitoring probationary periods and use these reports to aid Headteachers/SLT to arrange reviews, preparing outcome letters from meetings as required for designated area/s of the Trust

Ensure employee in your designated areas of responsibility, receive an annual salary confirmation letter

To oversee the off boarding of staff and make sure that the process is seamless, including the gathering of exit data for designated area/s of the Trust

Be the lead person regarding recruitment compliance across the Trust i.e.; ensuring recruitment platform is compliant with statutory duties, employment/discrimination laws and best practice and Trust branding guidelines. Update recruitment platform in line with organisational changes to branding/videos/Trust information etc

### **Policy and compliance**

Support the consistent application of Trust people policies across the Trust.

Ensure you undertake duties to support safeguarding, safer recruitment, and the Trust's statutory responsibilities as an employer.

Ensure all staff annual declarations are completed for designated area/s of the Trust

Complete the Teacher's Pension EOYC return for auditors as required.

### **General expectations**

To work flexibly as part of a core central services team undertaking tasks and supporting colleagues with areas of work as relevant for example supporting with recruitment and case management across the Trust

Demonstrate awareness and adherence to the ethics of inclusion and the function of safeguarding

Embrace the principles of anti-discriminatory practice and ensure compliance with legislation throughout the school environment

Undertake a proactive, committed approach towards the Trusts ethos

Ensure compliance with GDPR and data protection requirements, handling personal and sensitive information lawfully, securely, and confidentially in line with Trust policies and statutory obligations.

Take responsibility for own continued professional development, actively maintaining up-to-date knowledge, skills, and professional practice relevant to the role

**General expectations cont'd:**

Comply with all current employment legislation, school policies and procedures

Be vigilant in identifying any concerns regarding pupil welfare and report these in line with the school's safeguarding protocols.

Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this role

Carry out tasks without direct supervision as befits the role and level of responsibility.

**NB:** Whilst every effort has been made to explain the main duties and responsibility of the post, each individual task undertaken may not be identified. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Trust within the grading level of the post and the competence of the post holder.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, social media/on-line checks, enhanced DBS, probationary period & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

## HR & Recruitment Co-ordinator Person Specification

	Essential	Desirable	Method of assessment Application/Interview/ Certification
<b>Education</b>			
Good standard of English and Maths	✓		A/I/C
CIPD Level 5 Qualification (or already studying/about to commence studying) with relevant practical experience	✓		A/I/C
Evidence of relevant CPD	✓		A/I
<b>Knowledge &amp; Experience</b>			
Demonstrable experience of providing HR/People advisory support across a range of employee relations matters	✓		A/I
Sound working knowledge of UK employment law and HR best practice	✓		A/I
Experience of advising and supporting managers in a complex or multi-site environment		✓	A/I
Demonstrate an understanding of Data Protection and the need for confidentiality in dealing with HR issues	✓		I
Demonstrate a commitment to promoting equality in the workplace	✓		A/I
Demonstrate an understanding of safeguarding related HR matters	✓		I
Experience working within a unionised environment		✓	A/I
Experience working within HR in an education or public sector environment		✓	A/I
<b>Skills &amp; Abilities</b>			
Demonstrate proficient use of Microsoft Products (word, excel, outlook and PowerPoint)	✓		A/I
Demonstrate excellent communication and interpersonal skills	✓		I
Excellent professional verbal and written skills including writing letters and reports in line with the Trusts branding	✓		A/I
Ability to build trust and deal tactfully and appropriately to sensitive matters	✓		I
Excellent time management skills, ensuring deadlines are met and expectations are managed	✓		I
<b>Personal Qualities</b>			
Commitment to the Trusts values	✓		I
Ability to work collaboratively with a solution focused approach	✓		I
High level of professionalism, discretion and integrity	✓		I
<b>Other</b>			
This post is subject to a satisfactory enhanced DBS disclosure.	✓		
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		