

**ROLE PROFILE**

**#RKLTPeople**

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



\*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

|                       |                                       |                       |  |
|-----------------------|---------------------------------------|-----------------------|--|
| <b>Job Title:</b>     | HR Officer – Generalist & Recruitment | <b>School:</b>        | Temple Moor High School and Sixth Form |
| <b>Salary Grade:</b>  | S01                                   | <b>Working Hours:</b> | Full time                              |
| <b>Contract Type:</b> | Maternity Cover FTC                   | <b>Location:</b>      | Leeds                                  |

**Responsible to: Headteacher**

**Role summary:** To ensure expert delivery and support of high-quality HR services for Temple Moor High School and Sixth Form as part of the Red Kite Learning Trust operating within a framework of best practice policy and employment law and contributing to a positive organisational culture workforce wellbeing and the achievement of the Trust's strategic objectives.

**Special conditions of service:** No smoking policy, including e-cigarettes/vaping. Requirement to work flexibly, outside of school hours and off school premises as required by school

**Role specific responsibilities:**

- Oversee workload of the HR Administrator.
- Leading on any Employee Relationships queries including case work and liaising with the wider HR team as appropriate.
- Oversee recruitment processes for staff and volunteers, including the organisation of assessment centres in line with safeguarding, policies and the law.
- Develop and review, as appropriate, role specifications for the school/academy in accordance with Red Kite Learning Trust practice, policies and procedures, and employment terms and conditions.
- Ensure safeguarding measures are in place throughout the recruitment process and that all activities are recorded in compliance with Red Kite guidance.
- Support the Senior Leadership Team with employee relations issues, guiding and assisting with case work, and liaising with the Business and Operations Manager, and RKL Central HR team as necessary.
- Support the administration of case work including note taking and producing correspondence in accordance with employment law, and policy and procedures.
- Guide leaders and managers through the application of HR policies and procedures.
- Manage and administer distinct areas of HR provision at the school in close liaison with the RKL Central HR team, providing contractual correspondence such as Statement of Particulars and contract variation letters.
- To be a key user of our HR and payroll system ensuring that all staff computerised records are maintained in accordance with audit and data protection requirements, working with the school and wider HR team.
- Take responsibility for all HR related areas of staff records as necessary. Contribute to the accurate completion of statutory returns such as the school workforce census, in accordance with deadlines.



- Enabling colleagues to access the appropriate welfare support where needed and take a lead role in the health and wellbeing arrangements at the school/academy, including initiatives and events.
- Work closely with appropriate colleagues in managing supply cover for medium- and longer-term absences.
- Support staffing budget work, working closely with the Business and Operations Manager, and finance leads to maintain accurate budget data.
- Assist in workforce planning by providing metrics for career profiling.
- Manage aspects of learning and development for staff at the schools including maintaining and monitoring the Trust learning management system.
- Liaise with local union representatives, documenting meetings, and supporting follow up actions.
- To work on agreed proactive HR priorities for the school/academy.
- To maintain up to date knowledge of employment law and regulations through attendance at briefings, research and personal reading.
- Maintaining the Single Central Record to ensure it is accurate, up to date, and fully compliant.

**All colleagues**, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

#### **RK People responsibilities:**

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



### Our Trust Values



**Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



**Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



**Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

### Our Trust Goals



**We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



**We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.



**We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.



**We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



**We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

#### PEOPLE PROFILE



| <b>Aptitudes and Characteristics</b>   | <b>Essential</b> | <b>Desirable</b>     |
|--|------------------|----------------------|
| Ability to work flexibly and collaboratively as part of a team as well as on your own  | *                |                      |
| Ability to communicate and influence effectively with colleagues at all levels   | *                |                      |
| A commitment to our mission and values demonstrated by current practice  | *                |                      |
| A commitment to growth, development and continuous improvement both of self and others   | *                |                      |
| A commitment to customer care and service  | *                |                      |
| Ability to work openly, honestly and with empathy  | *                |                      |
| Ability to problems solve showing innovation and creativity  | *                |                      |
| Ability to work to high levels of accuracy, with effective planning and organisation to meet deadlines and priorities                    | *                |                      |
| Analytical and numerical skills  | *                |                      |
| <b>Qualifications, Knowledge and Experience</b>  | <b>Essential</b> | <b>Desirable</b>     |
| Experience of working in an autonomous HR role   | *                |                      |
| Excellent IT skills  | *                |                      |
| Experience of HR and payroll systems, including extraction and presentation of data  |                  | *                    |
| Degree or equivalent level qualification   |                  | *                    |
| CIPD qualified, or equivalent, working towards a Level 5 if Level 3 qualified  | Level 3          | Level 5 /<br>Level 7 |
| Knowledge of, and experience in using, coaching principles   |                  | *                    |
| Relevant demonstrable experience either in an educational setting or working within a public sector environment                          |                  | *                    |
| Good level of understanding of employment law  | *                |                      |
| Driving licence (and access to a vehicle)  | *                |                      |
| <b>Safeguarding and Promoting the Welfare of Students</b>  | <b>Essential</b> | <b>Desirable</b>     |
| An appropriate motivation to work with children and young people   | *                |                      |
| Ability to maintain appropriate relationships and personal boundaries with children and young people                                     | *                |                      |
| Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline | *                |                      |

