

Job Description Senior HR Officer

Location:	Woodlands School
Contracted Hours:	37
Contract Basis:	Term Time + 2 weeks (40 weeks)
Unity MAT Grade/Range:	MAT 6, Scale point 14-17
Special Conditions:	Regular travel across all sites will be required Flexibility around work locations Opportunity for some homeworking as agreed by your line manager within the needs of the service. Flexible working hours, within the needs of the service
Reporting to:	HR Manager
Revised Date:	March 2026

Job Summary:

Contribute to the Trust's HR service by:

- providing a high-quality HR service to the Trust and its schools;
- take a proactive approach to develop the HR support provided to schools;
- ensure that HR processes are compliant with the employment legislation, regulatory framework, statutory standards/ guidance, Trust policies and audit requirements;
- work as part of the Trust's Core Team and with other colleagues in support of the Trust's objectives.

Main Duties & Responsibilities:

Under the direction of the HR Manager:

General

- Ensure that duties are carried out in compliance with relevant employment legislation, statutory guidance and Trust policies, including the Employment Rights Act, Equality Act and Keeping Children Safe in Education (KCSIE).
- Contribute to ensuring that all aspects of HR operations are in accordance with best practice and reflect value for money from the public purse.
- Work as part of the Trust's Core Team to support schools to deliver a quality educational provision and to ensure that the Trust's objectives are met.
- Partake in regular 1 to 1 meetings and annual appraisals.

Leadership and Management

- Supervise the HR Team on a day-to-day basis, as well as any other staff within your line management responsibility.
- Undertake regular 1 to 1 meetings and annual appraisals as per line management responsibility, as directed.

Recruitment

- Ensure that all necessary approvals have been received prior to commencing recruitment and at each appropriate stage thereafter.
- Undertake recruitment for both internal and external roles including, but not limited to:

Main Duties & Responsibilities:

- Advertising
- Co-ordinating and receipt of applications
- Providing received applications to relevant managers for shortlisting
- Co-ordinating interviews for shortlisted applicants
- Obtaining pre-interview information, if necessary, i.e. references, self-disclosure forms etc.
- Preparing interview packs for panels
- Providing conditional offer letters
- Providing formal offer letters, contracts and collating new starter information.
- Undertake all necessary vetting and clearance checks (including DBS, references, medical disclosure, service confirmation etc.) prior to confirmation of appointment.
- Undertake quality assurance checks on recruitment files and provide approval for final offer to be issued, once satisfied that all required processes have been completed.

On-Boarding

- Undertake on-boarding of new employees, including but not limited to:
 - setting up access on relevant systems, e.g. Access, Arbor, National College etc.
 - Liaising with relevant managers re progress, start dates etc.
 - Co-ordinating induction with relevant managers and the IT Team.
 - Provide administrative support for the probation process, where appropriate.

Safeguarding & Clearances

- Maintain the Single Central Record, ensuring compliance with statutory guidance, i.e. KCSIE, Ofsted requirements etc.
- Undertake DBS and other required checks, e.g. Right to Work, S128, Child Care Disqualification etc. and ensure that they are undertaken in accordance with statutory requirements for both new starters and existing staff and maintain appropriate records.

Leavers

- Process leavers following notification of leaving (e.g. provide leaver letter and information, update the HR system, make arrangements for the return of any equipment, ID cards etc.)

Payroll

- Process contract changes following receipt of a properly authorised instruction (e.g. notify the employee and Payroll). Issue a new contract where appropriate.
- Process for other adjustment payroll in an accurate and timely manner, including supply claims, expenses, unpaid leave etc.
- Undertake monthly checking of payroll reports and ensure that corrections are made as appropriate, bringing any significant concerns to the attention of the HR Manager.

Pensions

- Notify the pension schemes (i.e. LGPS and Teachers' Pension Schemes) of starters, leavers and changes, as necessary.
- Support the HR Manager to collate detailed and complex statistical information for year-end returns and deal with any resulting queries.
- Process requests for early retirement calculations and related tasks.
- Auto-enrol all eligible employees on the appropriate pensions scheme on a timely basis. Administer the 3-yearly auto-enrolment process on behalf of the Trust.

Absence Management

- Support with absence management procedures by collating and providing reports in respect of absence, including sickness absence and leave of absence

Main Duties & Responsibilities:

- Provide support in terms of arranging and/or conducting absence management meetings and Return to Work meetings

Advice & Guidance

- Deal with general payroll queries from staff, managers and 3rd parties in the first instance, escalating issues to the HR Manager, where required.
- Provide training and guidance for HR and other colleagues on HR practices as required.

Reporting & Returns

- Assist the HR Manager with month-end and year-end payroll procedures and reconciliations (e.g. Payroll, HMRC).

Review & Scrutiny

- Work with the HR Manager to:
 - prepare for any independent reviews, e.g. external and internal audit,
 - co-operate with any reviews/audits undertake and any provide any information legitimately requested,
 - implement any recommendations agreed by the Trust.

School Admin

- As necessary, provide cover for Core Team colleagues by covering reception, undertaking DBS identity checks, dealing with post and goods received, absence/cover etc.

Policy & Trust Development

- Support the Director of Finance & Operations (DFO) and HR Manager to establish and update policies, procedures and working practices in line with the Trust's aim to be an 'employer of choice'.
- Monitor and contribute to the organisation and development of HR within the Trust.
- Maintain an awareness of changing employment legislation, statutory guidance and best practice.
- Support the CEO and DFO to develop services offered by the Trust Core Team.
- Undertake specific projects under the direction of the DFO and/or HR Manager.

Additional Duties:

The post holder will:

- Comply with any reasonable request to undertake work not specified in this job description which is commensurate with the post holder's salary grade, abilities, and aptitudes.
- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for whom they are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.

Notes

- ¹ It is anticipated that the post will be based at Woodlands School however there is some flexibility to work at any Trust site, in addition to the opportunity for occasional homeworking, as agreed by your line manager, in accordance with the needs of the service.
- ² Travel between sites to meet the needs of the service/role may be necessary (e.g. Head Teacher meetings, Core Team meetings, training etc.)
- ³ The role is term time plus 2 weeks, including 5 inset days. Post holders may be required to work a maximum of 1 week during the summer holidays. There is flexibility within the leave policy to allow for some leave during term time to compensate for time worked in school holidays, subject to the needs of the service.