



**HUMAN RESOURCES OFFICER  
JOB DESCRIPTION**

RESPONSIBLE TO	Chief Officer Operations
RESPONSIBLE FOR	<ul style="list-style-type: none"> <li>To deliver a professional HR service across SCSP.</li> <li>To build and develop relationships with staff at all levels to provide support, guidance and challenge where appropriate on all HR matters.</li> <li>To provide the COO with accurate, efficient and high quality HR support.</li> </ul>
HOURS	Part- time (20 hours) / 52 weeks
SALARY	Grade 6, £28,900 - £32,909
RELEVANT EXPERIENCE / QUALIFICATIONS	<ul style="list-style-type: none"> <li>NVQ Level 4 or equivalent qualification in HR</li> <li>Experience of working in a Human Resource capacity</li> </ul>

**Nature and Scope**

Working as part of multi-disciplinary Trust team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

**Range of duties:**

- Assist with the development of consistent policies across the Trust
- Support with implementation of training to the schools on HR policies and procedures, as well as providing template letters and administrative support where necessary.
- Provide HR advice in line with SCSP policy, across the full range of HR activities including disciplinary, capability, attendance management, sickness/absence management and grievance.
- Support investigations relating to discipline and grievance
- Support at HR Hearings where required
- Provide regular feedback to the Chief Officer Operations on HR casework being undertaken

- Prepare HR reports by collecting, analysing and summarising data and trends
- Create and issue offer of employment letters, employment contracts, probation / induction documents, create change of terms letters, issue leavers letters.
- Capture and monitor absence leave – sickness, holiday, maternity / paternity etc, ensuring this is recorded consistently across platforms.
- Ensure that all personnel files are up to date with current Employment Legislation and GDPR.
- Archiving and / or destroying records on line with Employment Legislation and GDPR.
- Provide support with recruitment activity, including placing adverts, collating applications, obtaining employment references, arranging interviews and ensuring safer recruitment protocols are maintained.
- Support the completion of the annual workforce census for all sites.
- Maintaining employee confidence and protecting the Trust by keeping HR information confidential.
- Create and maintain a Trust SCR.

This is a generic role profile that encompasses all anticipated roles and responsibilities for this post. Other duties commensurate with the grade of the post. Some travel between academies may be required.

Steel City Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Good standard of education especially with regard to literacy and numeracy skills	✓	
GCSE Maths and English grade 4 or equivalent HR qualification	✓	✓
Experience of working in a busy office	✓	
NVQ Level 4 in Administration or similar IT qualification or experience		✓
Previous experience in an educational environment	✓	
Management of staff		✓
<b>Knowledge and skills</b>		
Ability to work calmly under pressure	✓	
Ability to communicate at all levels clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school-based systems and specified timelines	✓	
Working knowledge of a range of administration procedures	✓	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	✓	
Ability to proficiently use a management information system in relation to HR administration	✓	
Understanding of Academy procedures	✓	
Efficiency in the use of HR systems	✓	
Working knowledge of HR, pension and pay matters in order to answer initial staff queries	✓	
<b>Personal qualities – all essential</b>		
<p>Excellent interpersonal skills with the ability to maintain strict confidentiality</p> <p>Initiative and ability to prioritise own work and that of others to meet deadlines</p> <p>Efficient and meticulous in organisation</p> <p>Able to follow direction and work in collaboration with the leadership team</p> <p>Able to work flexibly, adopt a hands-on approach and respond to unplanned situations</p> <p>Ability to evaluate own development needs and those of others and to address them</p> <p>Commitment to the highest standards of child protection and safeguarding</p> <p>Recognition of the importance of personal responsibility for health and safety</p> <p>Commitment to the Trust's ethos, aims and whole community.</p>		