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| Trinity Academy GrammarJob Description | |  |
| Job Title: | HR Officer |  |
| Job Scale: | Scale 5 |  |

**BASIC JOB PURPOSE**

* To work in close collaboration with the Trinity Multi-Academy Trust (TMAT) central HR service, providing high quality support for all elements of the employee life cycle within Trinity Academy Grammar.
* To ensure all records and information relating to employees are correctly maintained and accurate.
* To provide a support service that contributes to the delivery of teaching and learning across the academy.

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| **Reporting to:** Admin Manager / PA to Principal |
| **Responsible for:** n/a but with a requirement to provide guidance and support to member(s) of the administration team with responsibility for supporting with HR administrative tasks |

**MAIN RESPONSIBILITIES**

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|  | To work closely with TMAT central HR service in providing an effective HR service to the academy, seeking advice and guidance where necessary and in cases of a complex nature. |
|  | To provide support to academy senior leaders in:   * Management of absence (short and long term) * Undertaking investigation meetings and preparing investigation reports / packs * Performance Management, including formal capability processes * Grievance meetings   The above support provision includes acting as formal note taker in meetings and, at times, leading meetings. |
|  | To be responsible for effective recruitment processes, including:   * Ensuring vacancies are advertised * Receiving and logging application forms * Supporting with short-listing processes * Arranging and co-ordinating interviews |
|  | To be responsible for the new starter on-boarding processes including:   * Completion of pre-employment checks such as references, DBS, eligibility to work in the UK * Ensuring offer letters and contracts are issued in a timely manner * Co-ordination of induction processes |
|  | To work with senior leaders and TMAT central HR service in the development of new job roles and the designing of new job descriptions. |
|  | To work with senior leaders and the TMAT central HR service to support any re-structuring and organisational change projects. |
|  | To be responsible for the academy ‘cover’ systems; ensuring effective systems and processes are in place to organise cover for lessons, ensuring that there is a continuity for teaching and learning. |
|  | To be responsible for accurate and well-maintained staff information; this includes personnel files (paper and/or electronic), spreadsheets and databases. |
|  | To ensure that the Single Central Register is accurate and up to date, completing checks and seeking information where appropriate. |
|  | To ensure that HR administration processes such as leavers, contract changes, maternity, paternity and probation are completed in accordance with policies and procedures in place. |
|  | To liaise with payroll to ensure all monthly changes are recorded and communicated effectively to ensure accurate employee payments. |
|  | To maintain employee training records. |
|  | To support in the co-ordination of annual performance reviews. |
|  | To keep records and monitor annual leave for all year-round support staff. |
|  | To ensure accurate records of absence are maintained with regular monitoring and reporting. |
|  | To provide regular information to assist in the management of HR processes, e.g. probation reports, performance management processes, expiry of fixed term contracts, sickness certificates and fit notes required or overdue. |
|  | To prioritise work to meet conflicting deadlines. |
|  | To undertake any other administration duties to ensure the delivery of high-quality teaching and learning and professional HR services. |
|  | To work as part of the wider TMAT HR team, attending team training days and offering support to colleagues. |

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| Other specific duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people. * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the academy, students, parents and staff. * To adhere to the academy’s policies and procedures with particular reference to child protection, equal opportunities, teaching and learning and health and safety. * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role. * To work at locations across the academy trust, as required.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal and Trust HR Manager to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
| **Job: HR Officer** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and experience** | * 5 or more GCSE’s at grade 5/C or above, including English and Maths (or equivalent) * evidence of experience in a similar role * experience of working to deadlines * experience of using databases, word processing and a range of other IT packages | * CIPD qualified (or working towards) * experience of working in a school environment (understanding of safeguarding and child protection issues) |
| **Knowledge and understanding** | * knowledge of effective HR systems and processes * basic knowledge and understanding of employment legislation * understanding of data protection | * safer recruitment training, or understanding of recruitment in a school environment |
| **Skills and abilities** | * ability to communicate and effectively to a range of audiences (internal and external) through strong inter-personal, written, oral and presentation skills * sound judgment and ability to make decisions based on understanding of relevant information * able to prioritise work and to manage work to meet tight deadlines * adaptability to changing circumstances/ideas * work as an effective team member and apply given instructions * able to organise, plan and complete tasks * high personal standards and able to provide a role model for students and staff * seek support and advice when necessary |  |
| **Personal qualities** | * deal sensitively with people in difficult situations * adaptability to changing circumstances/new ideas * reliability and integrity and a commitment to confidentiality | * a commitment to developing a career as an HR generalist |