

Central HR Officer

**Salary:** Grade 8, SCP 12 - 17, actual salary £19,812 - £21,873

**Hours:** 37 hours per week, term time only plus 10 days

Job Description

**Normal place of work:** Central Team Office, although you may be required to work at any other school within the Trust.

**Normal working hours:** Monday to Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm.

The post is 37 hours per week term time plus 10 additional days to be worked during school closure.

**Responsible to:** HR Manager

**SPECIAL CONDITIONS OF SERVICE**

* Annual leave to be taken in school closure periods
* Attendance at evening meetings may be required
* Be prepared to offer flexibility in hours

**JOB PURPOSE**

* To support the HR Manager to provide a confidential and pro-active HR administrative support to the schools within the trust
* To undertake administrative and clerical work for the trust’s HR team, this will include a variety of general office duties as required but will specifically include:
* Recruitment administration
* Convening meetings
* Issuing routine letters and other written documents
* Typing minutes of meetings
* Efficient operation of the trust’s HR MIS
* To be responsible for ensuring compliance in all relevant legislation for example General Data Protection Regulations (GDPR) and safer recruitment practices
* To develop the maintenance and accuracy of computerised records to meet agreed service standards and in line with current legislation



**KEY RESPONSIBILITIES**

**HR Support**

* To assist on all matters relating to HR in all schools in the trust
* Assist in the successful recruitment of vacancies and ensure safer recruitment practices are followed
* Ensure all contracts of employment and offer letters are produced accurately and in a timely manner
* Manage and coordinate induction processes for new staff including probationary process and performance management as appropriate
* Manage and coordinate the process to ensure all job descriptions are current, reviewed annually and signed off as part of the annual appraisal
* To assist in absence management including sickness and leave of absences, producing regular data and arranging meetings
* To assist with Occupational Health and counselling referrals
* To maintain all year round staff annual leave entitlement
* Process overtime and mileage claim forms
* Update payroll records and HR systems
* To attend meetings and produce minutes of the meetings
* To assist in researching, developing and updating a range of HR policies and procedures ensuring statutory and legal compliance
* To produce letters for the HR team as required
* Assisting in the administration of staff benefits
* Ensure exit interviews are completed for all leavers and ensure collection of all school properties and items

**OTHER RESPONSIBILITIES**

* Provide general clerical support and undertake typing / word processing of correspondence, standard letters, reports, publications and other documents as required
* Provide cover for other colleagues when required

We expect all staff at Oak Learning

Partnership to share our core values

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|  | Aspiration |

1. To be an active participant in our school community. We expect our staff to be an active member of our community and to embrace school life.
2. To share and receive productive feedback. To have the ability to receive and share productive feedback.
3. To collaborate as a team; with a positive attitude. To work positivity as a team promoting a positive attitude.
4. To celebrate all successes. To positively celebrate all successes at Oak Learning Partnership.
5. To reflect on our work to ensure we always keep on learning. To be open to learning, to reflect on our knowledge and strive to be better.
6. To know all our young people's needs and work to meet them. To understand the needs of our students and actively work to be meet them.

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|  | ntegrity |

1. To be professional in demeanour and appearance. To act in a professional manner at all times.
2. To be open, honest and responsible.
3. To take ownership - be solution focused. To take ownership of work and solve any problems when necessary.
4. To share concerns with the correct person within the school. To bring any concerns to your line manager or designated person at Oak Learning Partnership.
5. To be committed to Oak Learning Partnership's vision and values in our daily work.

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|  | Resilience |

1. To understand the school exists to serve the young people and families of its community. To understand that Oak Learning Partnership exists to serve the young people and families of its community.
2. To manage our own personal well-being. To look after yourself.
3. To be aware of other's well-being. To support each other, demonstrate compassion and empathy.
4. To embrace change. To positively embrace change.
5. To focus on successes and learn from mistakes. To understand that mistakes can be made to learn from them and embrace success.



1. To work flexibly to meet the changing needs of the Trust.
2. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
3. Attend events or meetings out of normal working hours as required.
4. Undertake other tasks as reasonably requested.
5. Follow trust ethos and values of aspiration, integrity and resilience.
6. To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DFE requirements, legislation and procedures.



Central HR Officer

Person Specification

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| **CRITERIA** | **Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:**DESIRABLE** |
| **ESSENTIAL** |
| * GCSE Maths and English at Grades C or above (or equivalent) • Relevant Business or
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| * HR qualification at national level 3, or progress towards administrative
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| * Knowledge and experience of various software packages i.e. qualification
 |
| Microsoft word and Excel • Experience of |
| * Experience of HR software and other admin systems producing minutes
 |
| * Experience of working within a team • Experience of working
within a school

environment |
| **CRITERIA** | **Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge: |
| **ESSENTIAL DESIRABLE** |
| * Ability to work professionally in a highly confidential • Knowledge of teachers
 |
| environment and local government |
| * Awareness of pension and payroll processes pension schemes
 |
| * Excellent customer focused approach to work • Knowledge of Teachers
pay and conditions
 |
| * Methodical approach to completing work • Understanding the
 |
| * Attention to detail financial and HR duties
 |
| * Ability to communicate verbally and in writing effectively and and responsibilities of a
 |
| confidentially with persons at all levels Multi-Academy Trust |
| * Ability to work pro-actively to achieve efficiency and • Knowledge of safer
 |
| effectiveness recruitment processes |
| * Ability to organise own tasks and time with conflicting • Knowledge of
 |
| priorities and with minimum supervision employment legislation |
| * Ability to work with tact, sensitivity and confidence and HR best practice •
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| * Commitment to continuing professional development
 |
| * Ability to apply the principles of Equality and Diversity
 |
| through all aspects of work, promoting this within the
organisation |
| * A personal commitment to safeguarding young people
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