



HR (PEOPLE) OFFICER

37 Hours per week - Weeks worked 41

Grade 5 Pt 12 - 15 (£22,607 - £25,023 Actual Salary (pay award pending))

The HR Officer is a key role in the Infinity Academies Trust Core Team. Reporting to the HR Manager, the HR Officer will support the HR function for the academies within the organisation. The role will include but not be exhaustive but will operate and support a comprehensive support service to the Headteacher's, Staff, Trustees and academies.

Primary responsibilities and duties

- Utilise HR knowledge to support various functions including, recruitment, onboarding, performance management and employee relations
- Implement and update HR policies under the direction of the HR Manager in line with legal and educational guidelines
- Work closely with staff to ensure a positive and supportive work environment
- Maintain accurate records within the Trust HR system and access data as instructed to provide key metrics and insights for decision making processes as instructed by the HR Manager
- Maintain the individual Single Central Record's (SCR's) for sites using the Trust approved templates and software
- Support with absence management processes under instruction and guidance from the HR Manager
- Support all aspects of Trust payroll processes
- Undertake a diverse range of administrative duties within the Trust, to ensure well presented and accurate correspondence, reports and other documentation as directed by the Core Services Team leaders and Directors.

This role has flexibility you will be based at our Head Office in Boston, Lincolnshire and there may be the opportunity to work at home up to two days per week, this will be determined to meet the needs of the organisation and through consultation with the department lead.



Person Specification

Essential	Desirable	Measure
Qualifications		
<ul style="list-style-type: none"> Relevant HR Qualification Proven experience in an HR role, preferably within an educational setting. 	<ul style="list-style-type: none"> Experience of working within a MAT or School 	Application Form/Interview
Experience		
<ul style="list-style-type: none"> Excellent written and verbal communication skills to engage with diverse stakeholders. Strong analytical and problem-solving abilities to address HR challenges effectively. Maintain confidentiality and handle sensitive information with utmost discretion. A strong understanding of safeguarding and child protection policies. HR Experience 		Application Form/Interview
Knowledge		
<ul style="list-style-type: none"> Competent IT user Competent with HR software and processes within HR Ability to prepare and write letters and reports to support the HR function 		Application Form/Interview
Personal Attributes		
<ul style="list-style-type: none"> Ability to prioritise workload and work to deadlines Approachable and able to work as part of a larger team supporting others Demonstrate a strong customer focussed approach to all Willing to act on own initiative Good organisational skills Willingness to adopt a flexible and collaborative approach to tasks Ability to visit sites across the Trust to support as required 		