



Job Description – HR Officer

Responsible to: HR Manager

Purpose and Scope:

- To work as an integral part of the HR team, to ensure all employment related matters are undertaken consistently, efficiently and effectively.
- To assist with the provision of a highly effective human resources service in order to ensure an accurate and consistent service is provided to all trust colleagues, headteachers, senior leaders, managers and staff.

Main Responsibilities:

- In consultation with senior HR colleagues and / or the Trust's external HR provider, ensure professional HR advice is given to headteachers, senior leaders, managers, trust colleagues and staff on matters relating to employment such as terms and conditions, policies and procedures in accordance with national and local conditions of service, and to encourage good employment practice.
- Lead the Recruitment, Selection and Induction processes for all academies within the Trust and the central team.
- Provide an efficient and comprehensive service with regard to recruitment and selection including: completing the pre-authorisation process, maintaining the pre-authorisation tracker for all new and changes to posts, writing and placing advertisements, creating and/or updating job descriptions, producing shortlisting packs, pre-screening applications, arranging interviews, and supporting on interview days as may be required.
- Liaise with prospective candidates around vacancy enquiries and arrange for academy / Trust visits in an efficient manner for Trust Leaders/Managers.
- Liaise with recruitment agencies, advertising companies and other external contacts with regards to Trust recruitment.
- Ensure all recruitment and selection paperwork is collated and stored as appropriate in line with GDPR, including the confirmation of appointment forms and selection notes.
- Record and verify candidates Right to Work and immigration status in line with the current legislation.
- Maintain up to date and accurate human resource information systems, records of procedures and activities; ensuring all records are held in compliance with GDPR and all procedures are effectively followed and maintained.
- Support with the administration of flexible working requests
- Provide the HR Manager with support relating to the management of all Trust maternity case work including leading on risk assessments and providing advice and guidance to employees on maternity leave and pay, consulting with the Payroll team and HR Manager as necessary.



- Undertake workstation assessments for any employees who seek or require an assessment, providing advice and recommendations to the employee and/or Manager as may be required.
- Undertake word processing to a high standard as required e.g. typing of investigation interviews.
- Assist in the co-ordination, recording and reporting of staff management information for HR Manager to report on.
- Assist in the preparation of formal process paperwork as required, observing confidentiality principles
- Provide administrative support to the central Trust HR Team; assist in the efficient operation of the service, including maintaining Management Information Systems as required, in order to ensure an accurate and consistent service is provided and internal records, processes and procedures are effectively maintained.
- Undertake filing, photocopying and scanning as may be required within GDPR and retention requirements; ensure HR files and document storage systems are up to date across the trust
- Maintain confidentiality with respect of all data held and processed; complying with GDPR requirements.
- Assist in the implementation and communication of new and revised policies and procedures in line with Trust requirements, to assist in ensuring that all staff are aware and understand.
- Be responsible for the maintenance and statutory compliance of the Single Central Records, liaising with internal and external auditors/inspectors as required
- Process and respond to Subject Access Requests / Freedom of Information requests as and when required
- Ensure accurate record keeping for mandatory and CPD training, including accurate record of safeguarding training for the central team
- Assist in the co-ordination of appraisal paperwork and pay moderation processes
- Provide assistance with workforce census'
- Proactively promote employee wellbeing initiatives, signposting to the Employee Assistance Programme and monitoring the effectiveness of the support on offer to employees
- To take part in the continual engagement and action plans of the trust employee satisfaction survey
- Observe and actively promote Equity, Diversity and Inclusion principles, challenging any potential discriminatory practices, escalating to the Director of HR / HR Manager as necessary
- Process and co-ordinate Occupational Health referrals as required
- Any other duties to commensurate with the post as directed by the HR Manager and Director of HR



HR Officer Person Specification


<u>Essential Criteria</u>	<u>Desired Criteria</u>
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Good general level of standard of education (including English and Maths) • Evidence of recent continuing professional development • ICT literate, competent in use of Excel and Word 	<ul style="list-style-type: none"> • CIPD Level 3 or equivalent and willing to gain Level 5
<p><u>Skills and attributes</u></p> <ul style="list-style-type: none"> • Keen willingness to undertake CPD relevant to the role, as required • Good use of HR management systems • Knowledge of organisational policies and processes • Experience of managing the employee lifecycle • Excellent clear and concise communication and interpersonal skills • Ability to build relationships with a diverse range of stakeholders • Strong listening skills and high levels of empathy • Strong problem solving and analytical skills • Accuracy and attention to detail • Ability to prioritise work effectively and work to deadlines • Excellent organisational skills • Confidence to professionally challenge managers on the application of organisational policies and procedures • High levels of personal and professional integrity • High levels of discretion, confidentiality and GDPR • A calm, measured and positive manner • Ability to work productively, independently and as part of a team, understanding roles and responsibilities 	<ul style="list-style-type: none"> • Experience of working in a multi academy trust / HR role within a school • Good knowledge of School Teachers Pay and Conditions, Burgundy Book and the Green Book • Knowledge of Trust policies and procedures



Kingfisher
Schools Trust

- A commitment to safeguarding and promoting the welfare of children and young people

Our Core Values:



In Summary

Our core values We believe in:	Our vision
Opportunity	<p>We are ambitious for every child in our trust schools and we are dedicated to success for all.</p> <p>The decisions we make as a trust and the way we work is built upon what is right for the young people in our care.</p>
Community	<p>Each school will be a distinctive community that builds confidence in young people.</p> <p>Pupils will grow as individuals, work together and develop an understanding of the world around them.</p>
Excellence	<p>Every child will thrive in a strong school.</p> <p>Expert teachers, supported by strong leaders, bring to life a curriculum that gives pupils the knowledge and skills to succeed.</p>