

HR Coordinator Job Description

Post Title	HR Coordinator
Responsible to	Director of People & Operations
Place of Work	Axminster or Blackpool Primary School, Liverton
Responsible for	N/A
Hours	30 hours per week, 41 weeks per year
Grade	NJC Grade E
Main Purpose of Job	
<p>The HR Co-ordinator will work as part of the People Team delivering a high-quality and efficient HR and recruitment service to the schools within their Partnership. This will involve developing strong working relationships with managers, employees, and external partners to ensure that HR policies and initiatives are effectively communicated and implemented.</p> <p>Responsible for providing a full recruitment and onboarding process within their Partnership, ensuring that safer recruitment policies and procedures and statutory guidance that underpin working practices are followed at all times, including Keeping Children Safe in Education (KCSIE).</p> <p>Supporting the Trust Business Manager within their partnership with HR related tasks.</p>	
Responsibilities	
<p>Recruitment</p> <ul style="list-style-type: none"> • Undertake all aspects of the recruitment process including but not limited to placing adverts both externally and on the trust recruitment platform (My New Term), producing and disseminating application packs, collating application forms for shortlisting, scheduling interviews and requesting references ensuring that trust safer recruitment policies and procedures are adhered to. • Undertake all required pre-employment checks (including social media checks, DBS checks, right to work in UK checks, pre-employment health checks and verifying references) for all employed staff in accordance with statutory requirements and safeguarding best practice. • Preparing and issuing offer letters and contracts of employment in a timely manner, liaising with Trust Business Managers/Line Managers as required. • Providing new starters with information relating to onboarding and their start of employment. 	

- Ensure that new staff are onboarded onto the Trust Management Information System (MIS) and iTrent ensuring that processing is carried out to meet payroll deadlines.
- Ensure that new staff complete the relevant mandatory training as part of their induction process.
- Ensure that Line Managers undertake probation meetings within the required timeframes and that new employees receive confirmation of their successful completion of probation, escalating as required.

General HR

- To maintain accurate employee records (electronic and hard copy) ensuring that they are stored securely in accordance with trust protocol and General Data Protection Regulations (GDPR) and that HR practices comply with laws and regulations.
- To process contract changes in a timely manner ensuring updated contracts of employment are issued and the MIS and iTrent are updated in accordance with payroll deadlines.
- Ensure that departmental data which is required to be collated, whether on a regular or one-off basis, is provided in an accurate and timely way. Examples include various trackers updated on a daily, weekly and termly basis
- To support the Trust Business Managers with general HR related tasks including taking minutes (ie. absence meetings, grievance and disciplinary investigations).
- Maintain standard HR document templates such as job descriptions, offer letters etc. to ensure consistency.
- Handle routine correspondence and enquiries from staff on a range of HR matters, ensuring that information provided is accurate, timely and that confidentiality is fully respected.
- Develop an understanding of Trust HR policies and procedures and providing advice to Line Managers where appropriate.

Personal Responsibilities

- Undertake continuing professional development, to ensure maintenance and updating of appropriate skills and knowledge required for the role.
- Maintain awareness of, and ensure compliance with First Federation policies including safeguarding, health & safety, equality & diversity and data protection.
- Adopts a flexible approach to work duties, within an appropriate level of responsibility, and carries out other work commensurate with position as required.

This job description is not exhaustive and may change as the post develops, but any such change will not take place without consultation between the postholder and their manager. Job descriptions should be reviewed at least annually.

The post holder's duties must at all times be carried out in compliance with the Trust's policies and procedures; in particular the post holder must act in accordance with the Safeguarding, Equality & Diversity, Data Protection and the Health & Safety Policy.

Person Specification

Please ensure that you read the person specification carefully, as this will be used to assess candidates as part of the shortlist and interview process.

Minimum required standard E = Essential, D = Desirable

Criteria	E/D	Assessment Method
Qualifications		
<ul style="list-style-type: none"> CIPD L3 	D	Application
Experience		
<ul style="list-style-type: none"> Previous experience of working in a busy office environment Previous experience of working in a HR Department Previous experience of working as an administrator gained within the education sector Knowledge of recruitment procedures, conducting background checks and onboarding process 	E D D D	Application/interview
Knowledge/Skills		
<ul style="list-style-type: none"> Competence in the use of Microsoft Office Well-developed communication skills, verbal and written, to be able to engage with colleagues at all levels The ability to organise and prioritise own workload, independently resolve issues and the use of own initiative The ability to cope well under pressure and a proactive approach to meeting deadlines Knowledge of a school management information system 	E E E D E D	Application
Personal Attributes		
<ul style="list-style-type: none"> A willingness to learn new skills A team player Able to thrive in a busy working environment Good interpersonal skills A positive and flexible attitude A solution focussed approach to improvement and change, resilient to evolving priorities Discretion, confidentiality, trust and integrity at all times 		
Key Contacts		
Internal: TBM's, Managers, Heads of School, School Administrators External: Candidates, Suppliers		