

JOB DESCRIPTION

Job title: Senior HR Officer

Team: HR & Hub Operations

Reporting to: Trust HR Manager

Accountable to: Hub Business Managers

Contract: Full-time, 52 weeks per annum (flexibility will be considered)

Grade: 9

Hours/week: 37

Location: Based at Matthew Arnold School and Wood Green School, with regular travel to other schools within the Hub

Main purpose of the role

Working in partnership with the Trust HR Manager and Hub Business Managers, to ensure that all aspects of the schools' HR and people practices are well delivered, in line with statutory and regulatory requirements, including recruitment, professional development, employee relations and policy development. To oversee the work of the Hub HR Team to ensure an efficient and thorough HR service for the schools.

SPECIFIC RESPONSIBILITIES:

Recruitment and onboarding

- Working closely with school leaders to coordinate and support the end-to-end recruitment process, including:
 - Supporting the development of job descriptions, person specifications, adverts, selection processes and interview questions;
 - Supporting the HR Assistant as necessary in liaising with agencies, collecting applications and fielding candidate queries;
 - Conducting initial application sifting where appropriate;
 - Work with the HR Team and school administrative teams to coordinate and provide onsite support for selection processes.
- Oversee the onboarding process to ensure that necessary checks and paperwork for new starters, visitors, volunteers and contractors are completed in an accurate and timely manner;
- Support school leaders to plan and implement inductions.

Pay, benefits and record management

- Coordinate payroll and pension related paperwork and undertake payroll checks in conjunction with the Finance Team;
- Oversee the work of the HR Team to:

- Ensure that personnel records are maintained and up to date on the Trust's HRIS and personnel files;
- Ensure that the relevant Single Central Records are fully compliant and up to date at all times.
- Provide advice and guidance on pensions and payroll matters, liaising with payroll and pensions providers as necessary;
- Oversee the administration of employee benefits schemes, such as Childcare Vouchers and Cycle to Work schemes;
- Provide timely management information to school and Trust leaders as necessary.

Professional development and training

- Work with school leaders to ensure that performance management and CPD provision is effective and efficient;
- Oversee the work of the HR Team to ensure that:
 - Performance development process are well supported and records are complete and up to date;
 - CPD provision, including e-learning is well coordinated, fit for purpose and meets compliance requirements, and that records are complete and up to date;
 - Apprenticeship provision is proactively supported, with relevant administrative processes completed in a timely manner.

Employee relations

- Work with the Trust HR Manager to provide comprehensive support for employee relations and absence management cases;
- Oversee work of the HR Team to ensure that:
 - Leave requests are promptly processed in line with Trust policies and that line managers are provided with adequate information to support decision-making;
 - Sickness absence levels are monitored and line managers are alerted in the event that trigger points are approached;
- Manage exit interviews for leavers.

Policies, procedures and compliance

- Oversee the work of the HR Team to ensure that:
 - HR policies are clearly communicated to staff and related queries are answered promptly;
 - Personnel-related health and safety procedures are consistently implemented;
 - Personnel-related compliance activities, such as staff annual declarations, are consistently completed.
- Contribute to the review and development of HR policies and procedures;
- Support school leaders to improve staff equality and diversity;

- Apply employment law knowledge to ensure compliance and risk management.

Culture and strategy

- Play a key role in driving values and culture through HR practices;
- Support and coordinate staff wellbeing initiatives;
- As an active member of the Trust's HR Group, contribute to the development of common HR practices and procedures;
- As an active member of the Hub Operations Team, contribute to the development of the schools' operational support;
- Undertake cross-Trust HR project work as appropriate.

General Duties:

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

The post holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times.

General responsibilities:

- Comply with, and assist with the development of, Acer Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the Trust.
- Lead, attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

Safeguarding Children and Young People

Acer Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.