

Human Resources Officer

Employer: Exeter Learning Academy Trust
Location: Based at one or multiple schools within the Trust.
Salary Grade: E: £15.33—£16.93 pay award pending
Hours: 14 hours per week, 40 weeks per year
Title: Human Resources Officer
Responsible to: CFO, CEO and Trust Board

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

MAIN PURPOSE OF THE JOB

- To take the operational lead across the core HR function of the Trust supporting the CFO to ensure we have a compliant and professional service.
- To provide robust professional advice and clear recommendations for action in all aspects of HR policy and practice.
- To develop consistent approaches and procedures to support schools in delivering a legally robust HR service

Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher so that a referral can be made accordingly to the relevant third party services.

Responsibilities

1. Ensure high level of HR service consistency throughout the schools, providing advice to Senior staff on employment matters and working with them to resolve employee issues in a timely and constructive manner
2. Provide advice and guidance on employment related queries for all staff, including maternity/paternity leave entitlement, pensions, payroll
3. Support, advise and guide to Head Teachers and line managers on HR matters, ensuring the actions are compliant with HR Policies
4. Contribute to the development of Trust HR policies
5. Provide support to line managers to ensure the Trust's disciplinary, capability and grievance processes are administered in accordance with the Trust HR policy.

Absence management

1. Monitor, analyse and report on staff sickness, prompting line managers to manage process such as return-to-work meetings, first absence meetings.
2. Provide frequent periodical reports on absence statistics for Local Governors and Trustees
3. Liaise with Occupational Health about individual cases as appropriate and discuss adjustments with relevant line managers and/or SLT

Recruitment and Safeguarding

1. Administration of recruitment to include:
 - Administration tasks associated with the recruitment process, from advert appointment and issuing contracts etc.
 - advertising; providing shortlisting documentation to panel;
 - organisation interviews;
 - pre-employment risk assessment practices;
 - preparation of offer or variation to contract letters and contracts of employment;
 - reference requests;
 - ensuring completion of all compliance checks and that the HR file is correctly signed off before the employment is confirmed;
 - ensuring new colleagues are kept up to date with arrangements for their new employment prior to starting.
2. Ensuring Safer Recruitment procedures are followed at all times, and that regulatory, legislative, compliance and statutory requirements are met. This includes agency staff, volunteers, contractors and governors.
3. Update the Single Central Registers for all staff, to ensure they are maintained and developed according to statutory DfES and Ofsted requirements
4. Advising the Head teachers on safeguarding disclosures during the recruitment process
5. Coordinating exit interviews
6. Ensuring the induction process for all non-teaching staff is completed in a timely manner

Payroll

1. Implement payroll decisions and deal with pay queries, liaising with our Payroll software provider and other outside agencies (Teachers' Pensions, HMRC, Local Government Pension Scheme)
2. Implement changes to pay from statutory, national or local pay agreements
3. Apply contractual changes as directed in conjunction with Head teacher, CEO and CFO.
4. Ensure all staff are paid on time and payroll paperwork is actioned within the published time frames.
5. Ensure all Trust staff are issued relevant notification of pay (payslips, salary statements, P60s)
6. Ensure all salary payments to staff are checked against the relevant pay scale and grade
7. Liaise with the CFO when applying the appropriate costs code to staff contracts.

Administrative Systems

1. Maintain HR files in line with statutory requirements and according to best practice Liaising with school leaders to ensure that relevant changes to staff pay and new starter information are communicated accurately and punctually.
2. Complete the monthly returns.
3. Process, check and issue annual pay statements
4. Maintain and develop the school's electronic HR systems, ensuring that information held is accurate and up to date
5. Coordinate the annual School Workforce Census
6. Ensure staff databases are maintained

General

This role will require the individual to work at different schools throughout the week and therefore being able to drive will be essential.

The post holder will need to:

- Be equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate
- Deal effectively and calmly with emergencies, should they arise
- Apply a strong sense of vision and commitment to customer service provision and quality assurance
- Ensure that health and safety and child protection regulations are observed at all times.
- Have some limited flexibility with working hours to include supporting with recruitment.
- To work closely with the CEO, CFO and the schools Senior Leadership Teams disseminating information in timely and effective manner
- To develop effective relationships with staff, and stakeholders
- To work closely with the administrative teams of all schools within the MAT.
- Attend regular meetings, submit reports and contribute to the Central Team.

This role will require travel across the academies within Exeter Learning Academy Trust and therefore being able to drive is essential.

Equal Opportunities

- Have a statutory obligation to implement anti-discriminatory and equal opportunities when out their duties.

Work Demands

- The post holder may be asked to cover for absent staff in a school setting. It is critical that the post holder can prioritise their work effectively and there will be a need to schedule the non-urgent work during the quieter periods.

Working Conditions

- General office environment.
- Well-lit and well-ventilated conditions

At ELAT all staff are expected to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	

Person specification (all essential unless marked as desirable):

Experience

- Demonstrate strong communication skills
- Ability to communicate clearly and use appropriate language both orally and in writing.
- Well organised, ability to multi task.
- Good team worker with a proven ability to manage own time effectively
- Excellent IT skills including working knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel and PowerPoint and MS Teams.
- Substantial administrative skills within an educational background (desirable)
- A broad knowledge and practical experience of HR, using this to influence decisions and communicate effectively to school leaders.
- A broad knowledge and practical experience of Payroll (desirable)
- Excellent task management skills for self and others – ability to meet tight deadlines
- Previous work in Primary schools (Desirable)
- Awareness of fraudulent practises
- Experience of drafting documentation for the approval of others
- Ability to solve problems and implement effective procedures
- Ability to assimilate large amounts of disparate information and to analyse and make judgements on complex subject matters
- Ability to communicate clearly and use appropriate language both orally and in writing
- Experience of servicing committees and taking follow-up action
- Ability to build collaborative working relationships with peers and colleagues
- Proven ability to apply tact and diplomacy and good interpersonal skills, dealing with staff at all levels
- Proven ability to work to competing deadlines, prioritise appropriately and maintain a positive working attitude
- Flexible, positive and creative approach to work and meticulous attention to detail
- Experience with challenging and vulnerable clientele (Desirable)

Strategic Thinking

- Problem solver, strategic thinker and planner
- Ability to provide strategic advice to others
- **Education and Training**
- GCSE English and Maths at Grade c or above or equivalent
- HR qualification (Desirable)
- Business Administration qualification (Desirable)
- **Equal Opportunities**
- Staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties.