**JOB DESCRIPTION**

Job Title: **Human Resources Officer – Graveney Trust**

Job Purpose: to provide comprehensive administrative and professional support to the Human Resources Director. To deputise as required.

Responsible to: Human Resources Director

Other functional All SLT, Head of Management Services, Chief Executive, Headteachers of Primary Schools, Heads of Departments, Line Managers

**Job Purpose:**

Under the overall guidance of the Director of HR to provide a comprehensive HR function in ensuring a professional service is provided to Graveney Trust in all employment related, staffing, employee relations and recruitment matters. To deputise for the HR Director as appropriate.

Directly liaise with Headteachers, Line Managers and SLT to ensure compliance with all aspects of recruitment, child protection, safeguarding procedures and all employment legislation ensuring all appointment offers are completed in a timely and effective manner. Acting as the main point of contact for all recruitment and induction arrangements

Ensuring all administrative procedures and routines are adhered to, ensuring deadlines are met and to assist the Director of HR in the provision of all statutory returns in a timely manner.

**MAIN ACTIVITIES AND RESPONSIBILITIES**

Under the day to day direction of the Director of HR:

**General Day to Day Responsibilities**

* To support compliance with the Trust’s safeguarding, health and safety, employment procedures and regulations, ensuring compliance with all statutory employment legislation
* to be responsible for the administration of the Trust’s recruitment procedures, from appointment offer, references, and all safeguarding checks
* to assist with ensuring that the on-boarding and induction programme for all new staff runs smoothly and in a timely manner.
* to work with the Director of HR to ensure that all required documentation is received for payroll and is submitted to payroll in accordance with payroll deadlines
* to be responsible for ensuring SIMS and employee records are kept up to date
* Monitor, review and conduct staff, volunteer and Governor DBS renewals in line with Trust’s safeguarding procedures. Ensuring that records are updated on SIMS/Single Central Registers [SCR] for all schools
* To take responsibility for the process and provision of all documentation in regard to the Performance Management Reviews for support staff. To ensure the timely despatch of all review forms to appraisers and appraisees across all schools. To monitor and ensure the timely return of such documentation so that performance related pay progressions can be effected in a timely manner in accordance with payroll deadlines.
* To assist the Director of HR in the provision of all HR functions to include but not limited to:
* Maintain electronic staff absence records on SIMS. Producing termly reports for SLT and Governors or as required.
* Monitor staff absence levels across the Trust, implementing sickness monitoring procedures in liaison with line managers.
* Provide advice and guidance to line managers on sickness and absence management procedures
* Submit referrals to Occupational Health where appropriate. Follow up on OH outcomes with line managers to ensure adjustments and compliance with statutory requirements and employee welfare best practice
* Attendance at line managers, SLT and Governors meetings as necessary for formal management investigations and hearings on behalf of the Trust.
* Assist with supporting line managers with employee relations matters case work, as above, preparing documentation for meetings and hearings, ensuring the distribution of paperwork in a timely manner
* Assist with supporting and advising SLT, line managers, Governors/Trustees and employees appropriately during procedural meetings and hearings
* Supporting the ‘off-boarding’ process to ensure it is completed in a timely manner, notifying payroll, acknowledging resignations and distribute leaver checklist/exit questionnaires. Conduct exit interviews as required. Collate exit interview data for SLT
* Support the HR function in the implementation of new strategy, systems and process which strive towards best practice and improving efficiency for the department and Trust, ie timely recruitment campaigns and interface with TES on-line recruitment module
* In liaison with the Schools Safeguarding and wellbeing lead support and promote employee well-being, signposting to internal and external services [e.g. school counsellors, Employee Assistance Programme] as necessary

**Recruitment**

* to provide administrative support for the Graveney Trust’s recruitment processes
* To advise and assist with training and support for new support staff managers
* Updating and preparing recruitment information which will be viewed by candidates and managers (letters, instructions, templates, applicant information on website)
* Preparing and formatting advertisements for Point 13, Wandsworth, TES, ensuring appearance on websites as appropriate and that we get value for money if using other media
* Review and monitor TES publications for trends and ensuring the portal for applications submitted is checked during each recruitment campaign.
* Liaise with relevant advertising agencies [currently Point 13] on content and text for advert copy
* Administer recruitment procedures to ensure shortlisting and interviews are arranged within agreed and effective timescales and that shortlisting criteria/grid is completed for all recruitment
* Provide advice, training and guidance to managers and applicants on the recruitment process
* Assist with the preparation of recruitment materials including job descriptions, person specifications, advertisements and information packs for candidates
* Assist with short listing and interview panels, including attendance on panels to take notes
* Ensuring the interview process runs smoothly ie greeting and meeting candidates, administering tests, arranging refreshments etc
* Liaise with recruiting manager regarding exercises, lesson observations and logistics/venues for timetabling lessons etc
* Arrange for the appropriate documentation to be completed, checking and validating candidate ID
* Ensuring Right to Work in the UK and compliance with legislative requirements
* Prepare draft contracts of employment and issue at least prior to contract start date and always within legislative timeframe
* Support the administration of DBS Checks and 3-yearly renewals are sent out in a timely manner, scrutinising and referring declarations and disclosures to HR Director/SLT to ensure compliance with recruitment and Keeping Children Safe in Education
* ensure the termly Single Central Registers for all schools are kept securely and up to date for all the Trust’s schools for routine inspections by SLT, Governors and Auditors and Ofsted.

**Administration**

* Maintain up to date and accurate personnel records in accordance with statutory and audit requirements
* Ensure the SIMS Personnel is kept up to date and regularly checked
* Assist with the audit, data cleansing and preparation of the annual School Workforce Census and termly staffing reports for the Governing Body
* Ensure data returns are submitted to COLLECT with in accordance with the Department of Education guidelines and deadlines.
* Any other duties and responsibilities commensurate with this post
* Opening and distributing the post
* Ensuring accurate recruitment records are kept and filed as appropriate.
* Ensuring all documentation and ID is provided to ensure compliance with all safeguarding and immigration/visa requirements
* Ensuring managers receive and complete Induction Checklist for all staff
* Liaise with IT Department for ID badges to be issued and systems access for all new employee, this will include taking photo images of employees.
* Under the direction of the Director of HR, to ensure that probationary procedures are implemented by providing all relevant documentation to line managers, monitoring and maintaining a record of all probationary reports sent and received, confirming probation has been satisfactorily completed once appointment confirmation forms are received.
* Keep up to date with Human Resources best practice and legislation.
* Oversee the administration of the Cycle to Work Scheme, ensuring the scheme is circulated to all employees and the compliance all financial procedures are adhered to ensure deductions are notified to Finance in a timely and accurate manner.
* Ensure all HR/employee manual and electronic records, are kept accurately and updated.

**Child Protection**

* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the potholder’s role within the school.
* To also be fully aware of the principles of safeguarding as they apply to children and young adults in relation to the potholder’s role.
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the potholder may have in relation to safeguarding and/or child protection.

**PERSON SPECIFICATION**

* Experience of administering recruitment and other HR processes together with a desire to build a career in HR
* CIPD qualified [or working towards achieving CIPD qualification]
* Excellent communication skills both verbally and in writing
* Be able to work diligently and methodically and paying attention to detail
* Able to work consistently to agreed standards and take a proactive approach to reviewing and implementing new work practices/procedures in consultation with the HR Director
* Highly organised skills and the ability to assess, prioritise and manage a varied workload
* Ability to meet deadlines and remain calm under pressure
* Able to develop and sustain good working relationships at all levels
* High levels of IT literacy including Microsoft Outlook, Excel and Word
* Ability to handle sensitive, confidential and complex matters, exercise judgement and knowing when to refer matters above
* Willing to work flexibly and work as part of a team
* Understanding of the operational demands/complexity of a large school and be able be work within these parameters and that of the primary schools who are “off campus”
* Commitment to continued professional development

*Personal Attributes:*

* Proactive and conscientious approach to the task in hand.
* A positive and hard-working team player with a “Can and Will Do” approach to work
* A quick learner who can come up with, as well as implement, new innovative ideas
* Not fazed by undertaking a high volume of routine administrative work and changing priorities/demands
* Able to work and communicate effectively with a diverse range of people at all levels