

Job description: HR Officer

Rainham Mark Education Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: B1 - £23,537 - £30,592 pro rata (Full time Salary £26,446 - £34,373)

Hours: 37 hours per week, term time plus 2 weeks (40 weeks per year)

Contract type: Part Time / permanent

Reporting to: Chief Financial Officer

Main purpose

The HR officer will be responsible for the administration and co-ordination of all HR functions across the trust.

Duties and responsibilities

Management and advice

- Co-ordinate appropriate external legal or professional advice where required
- Manage the trust's use of external HR providers and services, ensuring the quality of the provision is high and the trust receives value for money
- Manage the trust's HR information system, including managing user access, providing training, generating reports, and considering future developments
- Manage and update the trusts HR documents, including HR forms and the staff handbook
- Assist with organisational change, such as restructuring, redundancy and TUPE
- Assist with disciplinary and grievance procedures, as necessary
- Complete the annual SWC return for each academy

Recruitment and induction

- Co-ordinate the advertisement of vacancies, to both internal and external candidates, including working with external partners to publicise available roles
- Develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with hiring managers where appropriate
- Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage
- Preparing material for interviews, including collating interview questions and developing tasks
- Ensure safer recruitment procedures are followed
- Develop and implement the trust's induction programme.
- Working with the trusts external HR providers produce contracts and process all administration for new starters, contract changes and leavers.

- Overseeing probationary period process and ensuring that line managers are informed in a timely fashion and are able to meet deadlines

Safeguarding and record keeping

- Monitor and review the trust's DBS checking process, ensuring compliance with requirements and efficiency is achieved
- Oversee the upkeep of the SCR within each school.
- Keep records in accordance with the trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Performance management, staff training, pay and conditions

- Co-ordinate the trust's professional development programme, working closely with staff to ensure that needs are prioritised and addressed, and that accurate records of training are kept
- Work with trust leaders to develop an appropriate benefits and rewards package for each role across the trusts
- Advise line managers on continuous professional development options to address relevant staff needs
- Update staffing information as necessary to support with the trust's payroll operations.
- Maintenance of the trust CPD system and producing reports for management.

Staff engagement and wellbeing

- Help trust leaders develop an effective approach to absence management, by closely monitoring and reporting on absences and advising on the support required to reduce the risk of long-term absence
- Act as the point of contact for staff questions about HR policies and procedures
- Work with unions and professional associations, maintaining strong and effective relationships that support the trust's approach and responsibilities
- Work with senior leaders to consult with staff on job satisfaction, helping them to implement changes or improvements where appropriate

The HR Officer will be required to safeguard and promote the welfare of children and young people, and follow trust policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HR manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Chief Executive Officer.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• A relevant HR qualification and/or experience in a HR role• GCSEs or equivalent in English and Maths,
Experience	<ul style="list-style-type: none">• Experience working in an HR department• Managing and operating HR systems• Working with senior stakeholders• Experience working in the education sector
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of employment law and safer recruitment requirements• Good knowledge of the conditions of service in the Burgundy and Green Book• Understanding of data protection and confidentiality• Excellent attention to detail• Effective communication and interpersonal skills• Excellent time management• Ability to build effective working relationships with staff and other stakeholders• Ability to use IT packages including word processing, spreadsheets
Personal qualities	<ul style="list-style-type: none">➤ Commitment to promoting the ethos and values of the trust and getting the best outcomes for all pupils➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the trust➤ Ability to work under pressure and prioritise effectively➤ Commitment to maintaining confidentiality at all times➤ Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2022

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
