



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

BMAT HR Recruitment Officer



Thank you for expressing an interest in this role.



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Tier 2

Salary range - £22,506 - 29,517

[Salary may be negotiable depending on qualifications, skills and experience]

Full-time/52 weeks

Required: ASAP

Closing date: 2 March 2018

Beacon Multi-Academy Trust is located in the London Borough of Redbridge. Established since 2014, we are committed to high expectations inclusive practice and successful outcomes for all.

We are seeking to appoint an HR Officer that is proactive and committed to making a difference across the Trust.

The successful candidate will be able to use their own initiative, be responsible for a specific hr function and be able to supervise team members. The candidate must:

- be an effective administrator with HR generalist experience
- have an excellent eye for detail
- excellent literacy and numerical skills
- have a good practical understanding of HR processes
- be willing to adapt to change
- be able to work in a busy, pressurised environment with competing and changing priorities

BMAT is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

An application form can be found at www.beaconacademytrust.co.uk

Please forward your electronic applications to beasuccess@beaconacademytrust.co.uk

Please note, we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible.

Role Profile

Generic Role Descriptor – Tier 2

Administrative posts will be responsible and competent in using the information systems that are in place throughout the organisation. The posts will carry out routine administrative work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

These posts require good communication skills and the ability to undertake work, consistent with a comparatively basic knowledge and skills requirement, which encompasses a range of tasks involving application of readily understood rules and processes. These posts will include customer facing roles.

Post holders will be accountable for meeting deadlines and producing error free work.

Performance Management

- Responsible to the HR Manager
- Responsible for direct line management of HR Assistant/HR Apprentice level roles

Key Purpose of the role

- To provide a high quality HR recruitment, generalist and administrative service across the academy
- To work as part of the HR team to provide a professional, high quality, timely, customer focused HR recruitment/contractual administration/transactional service to key stakeholders, job applicants and customers throughout the academy community.

General duties and responsibilities

Recruitment

Recruitment and associated administration to include:

Drawing up engaging adverts which reflect the brand and attracts the right level and quality of Applicants

Working with managers to draft accurate but well written job descriptions

Liaising with external providers to place ads and negotiate prices

Managing candidates through the whole recruitment process from taking initial enquires to processing applications and CV's.

Utilising social media such as LinkedIn and following a proactive talent search approach in order to reduce recruitment costs and source the best people

Booking in candidates and resources for interviews and ensure they are followed up

Arrange and set up interview panels ensuring both candidate and panel have accurate information regarding the process

Communicating interview decisions to candidates as appropriate

Checking references and ensuring the completion of reference requests.

Ensuring that candidates and agencies are provided clear and useful feedback

Asylum & Immigration Documentation checks for New Starters/Re-Joiners/Lifecycle of Employee/

Extensions/Annual Right to Work checks

General HR

Provide advice and support on a regular basis to managers and staff on a wide range of operational HR resources, referring to the HR Manager where appropriate.

Assist managers and staff in the interpretation and implementation of policies and procedures.

Managing the probationary review process and actively working with managers to ensure they are completed fully/add value and are done on time

Completing all induction paperwork and communicating with payroll

Taking a pro-active role with managers in ensuring all new starter paperwork is received on time and salaries set in line with the pay structure.

Administration

Supporting with general HR duties where needed.

Draft contracts and other letters as required

Providing general PA support where needed to the HR Manager

Support with the appraisal process

Arrange training dates and venues as required

Undertake project work when needed such as assisting with auto enrolment

Supervise specific HR operational activities

Comply with employment law, Safeguarding legislation and Safer recruitment

Support the HR Manager in the provision of HR metrics and data returns and ensuring data is accurate and submitted to deadline.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.

Generic Role Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications		
1. CIPD	D	A/I/R
2. Degree or equivalent	D	A/I/R
3. Intermediate level HR qualification e.g. CIPD Level 5	E	A/I/R
Knowledge/Skills/Experience		
4. Demonstrate practical experience and understanding of HR Recruitment processes	E	A/I
5. Recent proven HR generalist (or ER specialist) experience	E	A/I
6. Demonstrate some knowledge and understanding of Employment Law and HR best practice	E	A/I
7. Experience offsetting up and using recruitment systems and procedures	E	A/I
8. Recent proven experience of working within a busy HR Environment	E	A/I
9. Able to demonstrate a working knowledge of Microsoft Word and Excel and the use of standard office equipment.	E	A/I

10. Communicate effectively at all levels and adapt accordingly to the target audience	E	A/I
11. Excellent organisation skills and ability to prioritise and adhere to deadlines	E	I/R
12. Experience of using an HR/Payroll and/or online recruitment system.	E	A/I/R
13. Excellent administration skills and attention to detail	E	A/I
Attributes		
14. Reliable, respectful, responsible & conscientious approach	E	A/I/R
15. Flexibility to deal with the diverse needs of the post including some travel across the Trust	E	A/I
16. Establish and maintain appropriate professional relationships	E	A/I/R
17. Integrity and confidentiality to be maintained at all times	E	A/I/R
18. High level of initiative and ability to work independently or as part of a team with a range of staff	E	A/I/R
19. Able to remain calm and composed under pressure and work to deadlines	E	A/I/R
20. Commitment to and understanding of equal opportunities and safeguarding	E	A/I/R
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