

Job Title:	TDET - Human Resources Officer
Reports to:	Human Resources Manager
Line Management of:	None
Salary Grade:	TD28-TD32
Hours:	37 hours per week, Term time plus 3 weeks
	8.30am – 4.30pm Mon – Thur, 8.30am – 4pm Fri

Core Purpose

Provide Human Resources support and advice to all staff as required relating to and associated with their employment with Thomas Deacon Education Trust.

Key Responsibilities

- Build effective working relationships with Trust staff at all levels, providing advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of good HR practice.
- Take responsibility of all HR policies, ensuring that all HR issues are dealt with within timescales set out in procedures of the Trust.
- Assist with development of strong communication and feedback channels with all staff and through a variety of mechanisms to support employee engagement
- Ensure all relevant HR data is accurate and up to date to allow for timely reports as and when required
- To lead on the collation and maintenance of the SCR in line with agreed reporting timescales
- To oversee and lead on potential disciplinary matters, as required
- To liaise closely with the HR Administrator to ensure all information in respect of starters, leavers, contract changes, personnel files are up to date and maintained
- To interface with payroll on compensation and benefit matters in relation to staff pay and pensions
- To conduct exit interviews for all leavers, providing a regular report to the HR Manager
- To support the induction of new staff into the Trust
- To oversee the induction NQT process for the Trust and to liaise with the HR Administrator in ensuring timely paperwork is completed
- To support the HR Manager in implementing and development of staff policies and procedures in line with legislative changes and best practice
- To provide support and or note taking at informal/formal meetings as required
- Monitor staff attendance patterns in line with Trust policies and lead in meetings where required
- Prepare and undertake production of the annual census report
- Assist the HR Manager with the administering and coordination of the training & development programme
- Promote equality and diversity as part of the culture of the organisation
- Liaising with a range of stakeholders involved in policy areas such as staff performance and health and safety

- Interpreting and advising on employment law including the assessment of any impact on TDET in the implementation of changes
- Assist and support the wider Trust HR and Payroll team as and when required

General Responsibilities:

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To promote a flexible approach to meet the changing needs of the Trust.
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives

Trust Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to supporting the TDET vales:

Trust – we are honest and supportive

Diversity – we celebrate individual difference and needs

Excellence – we want the very best and never give up

Transformation – we embrace innovation and collaboration

As well as:

- Providing a courteous and efficient service to students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Trust
- Working to maintain the Trust at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Trust's operation
- Promote the safeguarding of all students

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Trust approval.

Person Specification

HR Officer

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none">• Minimum of CIPD Level 3 HR qualification.	<ul style="list-style-type: none">• CIPD Level 5 HR qualification.
Knowledge and Understanding	<ul style="list-style-type: none">• Knowledge of various employment laws and practices specific to employee relations.• A general understanding of HR practices.	
Skills & Abilities	<ul style="list-style-type: none">• Ability to work independently with minimal supervision.• Ability to improve own practice.• Excellent organisation skills.• Effective oral and written communication skills across all levels.• Skills in database management and record keeping.• Excellent interpersonal skills.• Ability to maintain confidentiality at all times.• Demonstrate resourcefulness and initiative in dealing with daily assumptions.• Ability to work across various departments and foster teamwork.• Ability to use own judgement in challenging situations.• Excellent computer skills in a Microsoft Windows environment.	<ul style="list-style-type: none">• Utilised coaching skills.
Experience	<ul style="list-style-type: none">• Minimum of 2 years' experience of working in an HR environment with at least one being employee relations specific.• Experience of dealing and responding to a range of HR matters.	<ul style="list-style-type: none">• Experience of working in an education setting.

Personal Commitment	<p>Commitment to:</p> <ul style="list-style-type: none"> • safeguarding and promoting the welfare and rights of young people • and acceptance of the principles underlying equal opportunities and diversity • effective team work • own performance management and to continued, relevant professional development 	
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