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| Job Description |

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| Role: | **HR and Recruitment Officer** |  |  |
| Salary Range: | **East Sussex Grade 9** |  |  |
| Accountable to: | **Head of HR and Governance** |  |  |

**Key relationships:** Executive Team, STEP Board of Trustees, STEP Senior Leadership Team, Academy Senior Leadership Teams.

**Working pattern:** This is a full time post with a 37 hour working week. The post is term time plus one additional week during the summer holidays.

**Location:** Although the role will be based in Hailsham, East Sussex, the postholder will be required to work across the Trust. This will involve regular, scheduled visits to all STEP sites for which a mileage allowance is payable.

We are seeking an exceptionally able professional for the post of HR and Recruitment Officer for STEP Academy Trust which employs over 600 staff. As well as HR skills and experience, the appointee will have the good character and broad, deep set of skills, expertise and attitudes to enable them to contribute strongly to the Trust’s overall purpose. This post presents a significant opportunity for an experienced and well-qualified professional to make a profound difference to the lives of a large and diverse community of young people.

Main duties :

**Strategic / Operational**

* Ensuring high level of HR and Recruitment service consistency throughout the Trust, providing advice to managers on employment matters and working with them to resolve employee issues in a timely and constructive manner
* Overseeing and developing effective strategies and practices to harmonise recruitment practices across the Trust to ensuring consistency and promote the STEP ethos
* Support, advice and guidance to line managers on HR matters
* Supporting the maintenance and development of up to date HR policies
* Supporting the Trust’s disciplinary, capability and grievance processes as required, to ensure that formal and informal processes are applied consistently and effectively, seeking specialist advice where appropriate

**Reports and statistics**

* Analysis of staff, payroll and pensions data to provide reports as requested
* Supporting Gender Pay Gap reporting analysis and Annual Staff Survey process
* Support of pensions returns
* Developing and maintaining the system for managing and improving staff attendance
* Monitoring, analysing and reporting on staff sickness
* Supporting line managers in taking appropriate preventative and reactive measures to ensure that absence is minimised
* Providing frequent periodical management reports on statistics

**Recruitment and Safeguarding**

* Administration of recruitment including: identifying upcoming recruitment demands; advertising; providing shortlisting documentation to panel; preparation of 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.
* 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.
* Ensuring that the Trust’s Single Central Register is maintained and developed according to statutory DfE and Ofsted requirements, including that new and existing DBS applications are managed according to the latest legislation
* Analysing and reporting on exit questionnaires and interviews

**Administrative, Payroll and Systems**

* Developing and maintaining HR files in line with statutory requirements and according to best practice
* Liaising with the Trust payroll provider to ensure that relevant changes to the Central Team staff pay and new starter information are communicated accurately and punctually.
* Maintaining up to date HR information for staff
* Maintaining and developing the Trust’s electronic HR systems, ensuring that information held is accurate and up to date
* Maintaining CPD records for staff

**General**

* Be equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate
* Contributing to and sharing the ethos of the Academy Trust
* Dealing effectively and calmly with emergencies, should they arise
* Applying a strong sense of vision and commitment to customer service provision and quality assurance
* Ensuring that health and safety and child protection regulations are observed at all times.
* Limited flexibility with working hours including assisting with relevant after-school events (e.g. recruitment and training) and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines.
* Any other duties as reasonably required by the Head of HR and Governance

Along with the above, and in line with all other members of staff, the post holder is required to undertake any other reasonable duties as required by the Head of HR.

**Please note that this detail is indicative and can be amended, updated or replaced as appropriate in order to remain in line with any future legal requirements or expectations.**

**HR and Recruitment Officer – Person Specification**

|  | **CRITERIA** | **E\*** | **D\*** |
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| **Personal Qualities** | Strongly self-motivated and personally resilient | Y |  |
| Exceptional levels of personal integrity, discretion honesty, reliability and self-awareness | Y |  |
| Conscientious and diligent work ethic | Y |  |
| Exacting standards, with high levels of attention to detail and accuracy | Y |  |
| **Professional Dispositions** | Commitment to the Academy’s Christian ethos and educational purpose | Y |  |
| Pro-active in using initiative | Y |  |
| Creative, constructive, insightful and innovative approach to problem-solving | Y |  |
| Excellent personal record of attendance and punctuality | Y |  |
| Ability to work calmly under pressure, prioritising workloads to meet specified deadlines | Y |  |
| Flexibility, on occasions and within reason, in approach to working hours | Y |  |
| Evidence of learning beyond the workplace | Y |  |
| **Qualifications** | 5 GCSEs or equivalent A\*-C, including Maths and English at C or higher.  A-levels or equivalent level 3 qualifications. | Y |  |
| Degree or similar level vocational / professional qualifications; post-graduate qualifications |  | Y |
| CIPD, or working towards |  | Y |
| **Experience** | Organising recruitment and selection processes | Y |  |
| Employment case work | Y |  |
| Providing sound customer-facing HR advice | Y |  |
| Able to work effectively as part of a team | Y |  |
| Developing, implementing and evaluating policies and procedures | Y |  |
| Working in an educational setting |  | Y |
| **Knowledge** | Foundational understanding of UK employment legislation, good HR management and current trends | Y |  |
| OFSTED inspection protocols |  | Y |
| Excellent levels of literacy | Y |  |
| Sound knowledge of FOI / Data Protection | Y |  |
| **General Skills** | Ability to plan, organise and prioritise effectively | Y |  |
| IT literacy and ability to use HR / Management Information Systems | Y |  |
| **Communication skills** | Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally and in writing. Able to draft correspondence to a high standard. | Y |  |
| Ability to assess and diffuse confrontational situations | Y |  |
| Complete and absolute discretion and confidentiality | Y |  |
| **Travel** | Driving licence and use of own car to travel between Academies | Y |  |

\*E = Essential D\* = Desirable