



Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Description

Senior HR Officer including Cover Administration (Starting Salary Scale SO1
£27,801 depending on experience)

Line Manager: Head of Business & Operations

Job Description

GNSA is looking to recruit an experienced HR Officer (CIPD qualified) to manage and develop the school's HR services and to develop existing HR officers.

The role will be required to have knowledge of HR legislation needed to support HR policies and processes.

A key member of the Support Services Operational Team, the HR Officer must be a driver and advocate for change through robust HR advice and employee engagement.

Develop and deliver business interventions, contribute to project delivery and provide coaching to optimise organisational performance.

In-depth working knowledge of:-

- ❖ Teaching and non-teaching conditions of employment and service
- ❖ Managing attendance, capability, grievance and disciplinary casework
- ❖ Developing HR strategy
- ❖ HR Data analysis and reporting
- ❖ Job evaluations and Restructures.
- ❖ CPD and Single Central Register.
- ❖ Undertake and manage HR processes across the Multi Academy Trust.
- ❖ Managing and organising cover for absent staff both teaching and non-teaching
- ❖ Organising and providing induction and support for supply staff both teaching and non-teaching

Responsibilities and Tasks

Communications

- ❖ Allocate and manage work of the HR Team covering the following functions:-
- ❖ Employee Relations (e.g. advice to Principal, members of the Senior Leadership Team (SLT), teaching staff and support services staff)
- ❖ Employees on a range of employment issues, (e.g. discipline, grievance, capability, absence management, remuneration, performance related pay, etc.)
- ❖ Development and updating of HR policies and procedures
- ❖ Lead contact with the School's external HR Consultants
- ❖ Provision of advice on employment law matters as required
- ❖ Advice and project management lead on restructuring, change management, redeployment, redundancy policies and procedures, etc.
- ❖ Attendance at meetings as and when required (including some outside of normal working hours).
- ❖ Advice on all legislation, negotiating bodies, national or local conditions of service

- ❖ Advise the Head and members of SLT on changes to pay, benefits and other terms and conditions and new working practices
- ❖ Strategic advice and professional support on recruitment, selection and retention issues
- ❖ HR lead on school projects as required.
- ❖ Lead person for the successful delivery of Modern Apprenticeship training programme
- ❖ Facilitate all HR related training and communication events
- ❖ Job evaluation using appropriate job evaluation scheme
- ❖ Contribute to the development of the School's Strategic Plan, Support Services Development Plan and, in partnership with the SLT Teaching Lead, the Continuous Professional Development programme
- ❖ Developing, implementing and monitoring service standards and targets for the HR service
- ❖ Work closely with the Head of Business and Operations to contribute to the provision of organisational development
- ❖ Responsible for client management and monitoring of all agency contracts
- ❖ Responsible for client management and monitoring of the school's Occupational Health and Health & Safety contracts
- ❖ Provide timely and accurate reports in relation to HR data (including Gender Pay Gap Reporting)
- ❖ Provide timely management reports on staff absences and other matters as and when required to Head, SLT and Head of Business and Operations
- ❖ Maintain the school's HR database, ensuring that the Single Central Record is 100% accurate
- ❖ Provide the appropriate training and support to line managers on school's appraisal procedures
- ❖ Undertake appraisal reviews for all HR staff
- ❖ Design and implement a wellbeing strategy appropriate to all levels within the school
- ❖ Support and develop HR staff assisting them to achieve the requirements of their roles.
- ❖ Ensure the monthly submission of accurate and timely instructions to the school's external payroll provider
- ❖ Represent GNSA at external HR meetings
- ❖ Contribute to ensuring the school is compliant with data protection legislation (GDPR)
- ❖ Work closely with Designated Lead Safeguarding Officer and other Safeguarding/Child Protection Officers to ensure safeguarding policies, process and procedures are being adhered to
- ❖ Any other duties appropriate to the post and grade as required by the Principal, Vice Principal or Head of Business and Operations.

Cover

- ❖ Manage the staff cover system to ensure continuity in teaching and learning.
- ❖ Shall keep records on covers completed by individual staff to ensure that regulations are adhered to.
- ❖ Liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.
- ❖ Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies.
- ❖ Provide staff with cover details at the start of the day and when emergencies occur.
- ❖ Act as the main point of contact for any problems that may occur in relation to cover.
- ❖ Shall provide a daily cover sheet, updated as required, to relevant areas and members of staff.
- ❖ Monitor the effectiveness of supply staff as per school policies and procedures, informing her/his line manager of any concerns.

Health & Safety

- ❖ The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.
- ❖ The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have. All staff must comply with policies regulating the proper use of computers, email and the internet.

General

- ❖ Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.
- ❖ Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience.
- ❖ Any changes to the job description following these discussions will be at management Head's discretion.
- ❖ Roles and responsibilities within the Schools Support Services team may be rotated at appropriate intervals to ensure a range of administrative experience and appropriate CPD.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.



Person Specification

Senior HR Officer including Cover Administration

Line Manager: Head of Business & Operations

1. Knowledge and Experience	Essential	Desirable
excellent listening, oral, grammar, numeracy and literacy skills	✓	
Full CIPD membership or equivalent	✓	
Extensive, current (i.e. within the last two years), knowledge of Conditions of Employment relating to the full range of school employees	✓	
Experience of working in a Senior HR Role either in Local Authority or a School (education setting)		✓
excellent ICT skills including MS Word, MS Excel, MS PowerPoint, and use of email and internet	✓	
organising their time and working to deadlines	✓	
Significant experience of handling disciplinary and grievance hearings, capability and attendance cases, redundancies, restructures and redeployment	✓	
Supervising / Management of a HR Data base	✓	
excellent record keeping, information retrieval, research and dissemination of data/documentation	✓	
skills in developing and maintaining professional working relationships with internal and external contacts	✓	
knowledge of educational sector	✓	
Knowledge of Single Central Registers & Ofsted criteria's	✓	
Development and monitoring of effective CPD programmes	✓	
Contract Management of personnel files	✓	
3. Qualification and Training	Essential	Desirable
Relevant experience in a similar role		✓

Senior HR Officer with Cover

Excellent verbal and written communication	✓	
Experience of relationship building and developing confidence with colleagues and all customers	✓	
Have well developed analytical and problem solving skills	✓	
Excellent Relationship Management skills	✓	
Comprehensive knowledge of employment law and effective up-to-date HR practices	✓	
Good time management, planning and organisational skills to enable effective management of workload and meeting deadlines	✓	
Ability to recognise sensitive situations, act appropriately whilst retaining the trust of colleagues	✓	
Hold a current driving licence	✓	
Be able to work flexible hours during the week	✓	
4. Personal Qualities	Essential	Desirable
having attended relevant personal and/or professional development	✓	
excellent customer care skills and being able to work with people from a diverse range of backgrounds	✓	
working in an environment where experiences included taking initiative and self-motivation	✓	
being a clear communicator and managing information effectively	✓	
working and developing as a member of a team	✓	
Suitability to work with children	✓	
Enthusiasm, determination and an insistence on high standards	✓	
A sense of humour.	✓	
Excellent attendance and punctuality.	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	
Belief in the value of individuals.	✓	
be a person of integrity	✓	
be able to maintain confidentiality	✓	
be able to remain impartial	✓	
have a flexible approach to working hours	✓	
be understanding to the needs of others	✓	
have an openness to learning and change	✓	
have a positive attitude to personal development and training	✓	
be able to confidently address groups of people and individuals	✓	
have excellent interpersonal skills	✓	
Have an eye for written detail	✓	
be confident in dealing with people in contentious, complex and sensitive circumstances	✓	
Committed to safeguarding and promoting the welfare of children and young people	✓	
Committed to the promotion of equal opportunities, fundamental British values and Co-operative values	✓	