

THE HOWARD PARTNERSHIP TRUST
Based at Oxted School

PARTNERSHIP HUMAN RESOURCES CO-ORDINATOR & ADVISOR - JOB PROFILE

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
S6 £8,417 - £9,657pa pro rata (FTE £20,628 - £23,669)	Partnership Human Resources Co-ordinator & Advisor 16 hours per week/ 42 weeks per year	<p>Directly responsible to the Partnership Human Resources (HR) Operations Manager.</p> <p>Directly responsible for the Partnership HR Administration Assistant.</p> <p>Oversee the day-to-day operations of the HR function at Oxted School and help deliver an efficient, accurate and timely service.</p> <p>Be available to travel to other schools within THPT, to advise or carry out meetings/interviews where required.</p> <p><u>HR Office duties</u></p> <ul style="list-style-type: none"> To monitor and inform the Partnership HR Operations Manager of daily actions and queries Overseeing and prioritising the administration workload within Oxted School's HR Office, to deliver an accurate, confidential and efficient service to the school and stakeholders, updating the Partnership HR Operations Manager on a regular basis Assist in providing an efficient administrative support service co-ordinating the personnel and administration function within Oxted School Ensure THPT policies and employment legislation are upheld Implement approved improvements to the HR function within the school environment to increase the effectiveness and efficiency of the service to all customers co-ordinating with the Partnership HR Operations Manager Review, recommend and implement the IT/Filing structure within Oxted School under the direction of the Partnership HR Operations Manager Review, recommend and implement the current data management procedures with a view to meeting the increasing needs of Oxted School Conduct and/or attend personnel interviews or discussions as requested by the Partnership HR Operations Manager Assist in co-ordinating the production of THPT HR Policies so they are available to all employees Be knowledgeable on and be a point of contact for personnel information by liaising with the Partnership HR Operations Manager/Partnership HR Consultant/Babcock 4S to provide accurate responses to queries from staff members, e.g. maternity arrangements <p><u>HR Administration</u></p> <ul style="list-style-type: none"> Accurately maintain the employee database (SIMS) on a regular basis Work on allocated projects and reports as directed by the Partnership HR Operations Manager/Partnership HR Consultant 	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> Proven experience of delivery within an HR Shared Service structure, preferably within the Education sector Clean driving licence and access to a car Ability to effectively prioritise and execute tasks in a high-pressure environment Excellent time management, well organised and able to prioritise workload, both individual and shared Able to work alone or in a team Excellent inter-personal skills with the understanding of confidentiality Hardworking and committed Proactive and adaptable Excellent attention to detail and accuracy 	<p>Relevant degree / professional qualification.</p> <p>Intermediate proficiency with MS Office, including Word, Excel and Outlook.</p> <p>Able to demonstrate proficiency with the management of staff.</p> <p>Post holder should demonstrate a commitment to on-going professional development.</p> <p>Training and development may include:</p> <ul style="list-style-type: none"> Induction Training On Job Training Familiarisation with THPT policies and practice Support Staff Performance Management Programme Safeguarding Training Safer Recruitment Training <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).</p> <p>THPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

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		<ul style="list-style-type: none"> Assist in providing an efficient administrative support service co-ordinating the Personnel function within Oxted School, liaising with outside bodies as required Provide administrative support and cover for colleagues in cases of absences on all aspects relating to personnel Log details of support staff performance management and ensure that new line managers receive adequate support and training Co-ordinate the production of the Staff Handbook as required ensuring accuracy of information Provide administrative support and back up for the production of any periodic statutory returns as requested Deal with incoming telephone calls/emails and queries in a polite and timely manner <p><u>Recruitment</u></p> <ul style="list-style-type: none"> Oversee the offer documentation and associated paperwork, ensuring accuracy of information. Liaise where necessary with senior management to obtain updated information e.g. Appointment/Amendment Forms Provide support to the Partnership HR Operations Manager with job evaluations and restructuring when requested, providing documentation to support the process <p><u>Payroll & Pensions</u></p> <ul style="list-style-type: none"> To liaise with the Payroll function, offering expert advice where required Be a point of contact for staff who have queries or require their own salary information <p><u>Absence Management</u></p> <ul style="list-style-type: none"> Ensure the record keeping process for support staff absences and holidays to ensure accurate records are up to date and available at all times Assist the Partnership HR Operations Manager in providing administration to assist in the implementation and monitoring of the Staff Attendance Management Policy Undertake return to work discussions with staff at Oxted School, ensuring regular updates where necessary with the Partnership HR Operations Manager. Where necessary complete risk assessment and ensure information is actioned when appropriate <p><u>Performance Management</u></p> <ul style="list-style-type: none"> Ensure all probationary paperwork is completed in a timely manner and regular updates are available Coordinate actions for performance management with the HR department ensuring accuracy of information and meeting payroll deadlines 		
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		<p><u>Staff Benefits</u></p> <ul style="list-style-type: none">• Co-ordinate and maintain up-to-date information regarding benefits to staff e.g. childcare vouchers, cycle to work, computer scheme, Kaarp, Sainsbury's retail card, Eduhealth etc.• Assist with an annual review of staff benefits• Ensure availability and communication of benefits to staff is reviewed and maintained on a regular basis• Oversee administration process in HR for processing staff benefits, making any recommendations as necessary <p><u>Staffing</u></p> <ul style="list-style-type: none">• Co-ordinate new starter and leaver processes, including exit interviews for all Oxted staff as required• Production of monthly headcount reports e.g. Starter/Leavers/Maternity• Coordinate maternity processes and affiliated administration procedures, ensuring risk assessments and any resulting action is completed in a timely manner• To oversee record keeping and policy maintenance in respect of support and teaching staff leave including maternity/paternity/adoption/shared parental leave etc.• Ensure fire register is maintained and procedures are followed for evacuation reporting findings back to Partnership Head of Facilities & Premises• Ensure all induction procedures are met and ensure information is updated accordingly• Support aims and ethos of THPT, setting a good example in terms of dress, behaviour, punctuality and attendance• Maintain confidentiality in and outside the workplace with particular regard to data on THPTs computer systems• Be pro-active in matters relating to health and safety		
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