



Job Description

Post: Trust Human Resources Officer

Purpose:

HR Officer to provide support to the Trust's central function through developing policies and managing procedures. To provide excellent assistance and work with key points of contacts at each Academy in the Trust as well as to the central team.

Duties and Responsibilities

- Support the development and implementation of HR initiatives and systems.
- Provide counselling on Trust HR policies and procedures.
- Be actively involved in central team recruitment by preparing job descriptions, posting adverts and managing the recruitment process.
- Create and implement effective onboarding plans for new schools joining the Trust.
- Assist in performance management processes for the central team.
- Support the management of disciplinary and grievance issues for the central team.
- Maintain the single system which holds all employee records (attendance, EEO data etc) according to policy and legal requirements for all employees in the Trust.
- Work alongside the Trust's HR advisor to understand changes in employment and working conditions, and updating policies as required.
- Support to the COO in managing and mitigating HR related risks within the Trust.
- Support the COO with initiatives and projects driving value from the HR function to all of the Trust and its' employees.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.