



Job Description

Job Title:	HR Coordinator
Location:	Cluster (South West)
Hours of work:	37 hours per week
Reports to:	HR Cluster Manager

Purpose of the Role:

Responsibility for HR administration service to the cluster academies, undertaking duties across a range of HR activities including recruitment and selection, data management and reporting, compliance and general HR administration as well as providing a full range of administrative and operational support to the HR Cluster Manager and HR Cluster Adviser.

Responsibilities

Recruitment and Selection

- To coordinate the recruitment processes across the cluster academies, including scheduling and booking interviews and producing recruitment panel packs.
- To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks and induction details.

Data Management and Reporting

- To ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry, regular and ad hoc reporting, and an annual data cleansing exercise.
- To maintain an accurate structure chart for employees in each academy and cluster
- To maintain an accurate and up-to-date single central registers.
- To contribute to the school workforce census annual return.
- To provide data and management information reports as required by the HR Cluster Manager or Adviser.

Compliance

- To administer absence reporting and recording processes, ensuring that all absence is reported, recorded and followed up in accordance with Trust policies and procedures.



- To coordinate the performance management process, ensuring that managers complete performance management meetings and paperwork on time and that this information is recorded.
- To coordinate the probation process, ensuring that managers complete probation meetings and paperwork on time and that is appropriately recorded
- To coordinate the staff induction process.

General HR Administration

- To maintain an accurate and up-to-date electronic filing system for personnel records and other appropriate information.
- To complete a range of HR related paperwork and online forms and liaise with Payroll to ensure that new starters, leavers and changes to salaries are actioned appropriately and timely.
- To process staff changes, staff leaving documentation and arrange exit interviews.
- To produce a range of HR letters and correspondence (e.g. variation to contract letters, maternity, holiday entitlement) from standard templates.
- To take minutes at formal meetings (e.g. discipline, grievance, capability, consultation).
- To monitor the use of fixed terms contracts and ensure that issues are followed up appropriately.

Other

- To work in collaboration with the Trust HR team as appropriate.
- To covering for absent colleagues including in other clusters and undertake other duties commensurate with the grade.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.



3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: HR Coordinator

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Educated to level 2 in English and Maths • HR qualification (Certificate in Personnel Practice (CPP) or other relevant qualification) or relevant HR experience 	<ul style="list-style-type: none"> • Relevant qualifications in office
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Experience of working in HR administration • Experience of using Management Information Systems • Good IT skills including the ability to confidently use Google suite and Microsoft Word and Excel • Strong administrative and organisational skills • Excellent written and oral communication skills 	<ul style="list-style-type: none"> • Experience of working in a similar role in a school environment
Skills	Line management responsibilities (No.)	•	•
	Forward and strategic planning	•	•
	Abilities	•	•
Personal Characteristics	Behaviours	•	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits 	



		<ul style="list-style-type: none">○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Show a commitment to promoting the welfare and safeguarding of children and young people● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	