



Job Description

Job Title: Regional HR Coordinator

Location: Regional Office/Home based (with travel to schools as required)

Hours of work: 37 hours per week

Reports to: Regional HR Business Partner

Purpose of the Role:

Responsibility for a high quality HR administration service to the region's schools, undertaking duties across a range of HR activities including recruitment and selection, contractual paperwork, payroll administration, data management and reporting, compliance and general HR administration as well as providing a full range of administrative and operational support to the Regional HR Business Partner and Regional HR Adviser.

Responsible for/structure: No Direct Reports

Responsibilities

Recruitment and Selection

- To coordinate the recruitment processes across the regional 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 (including references) and safeguarding checks and induction details.

Payroll, Pension and Benefits Responsibilities:

- To transact the payroll and benefit process to ensure timely and accurate payments are made on a monthly basis, ensuring that all payroll errors are identified and rectified as soon as practicable and ensure that all staff pay related queries are addressed in a timely fashion and escalate as necessary;
- To review monthly payroll reports received from the payroll team prior to salary payments being made and reconcile pre-payroll reports against the central records to ensure accurate payments and deductions will be made by the payroll team;
- To ensure the HR/Payroll database is kept up to date in relation to personal details, allowances and deductions.
- To review and complete all necessary paperwork and returns in relation to the administration of pay.



- Produce and distribute annual salary statements for both teaching and support staff.
- To ensure accurate and secure payroll records are kept for all monthly transactions following internal payroll procedures and controls and comply with audit requests;
- To assist with the completion of end of year returns including Local Government Pension Scheme, Teachers Pension and audit requirements.

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 tracker for each academy and/or region.
- To maintain a compliant and up-to-date Single Central Register (SCR). Advising their Regional HRBP of any positive disclosures or areas of non compliance.
- To contribute to the annual audit process.
- To provide data and management information reports as required by the HR Regional 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 probation process, ensuring that managers complete probation meetings and paperwork on time and that is appropriately recorded high lighting concerns with the Regional HR Business Partner or Advisor.

General HR Administration

- To maintain an accurate and up-to-date electronic filing system for personnel records and other appropriate information, using the agreed team structure.
- To manage the onboarding of all new employees to the Trust. Including the issuing of offer letters and contracts of employment and the associated pre-employment checks.
- 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.
- To effectively manage the day to day running of the HR Regional Office inbox ensuring all queries are resolved within agreed parameters and/or SLAs;



- To develop and maintain positive relationships with the academies and customers who use the HR Inbox;
- To act as the first point of call in the absence of any member of the HR Team. Ensuring that any queries are allocated to the correct member of the team or dealt with in their absence

Other

- To work in collaboration with the Trust HR team as appropriate following agreed processes and contributing to cross-team projects..
- To cover for absent colleagues including in other regions 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 school 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 school 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

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

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: Regional HR Coordinator

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	• Educated to level 2 in English and Maths • HR qualification (Certificate in Personnel Practice (CPP) or other relevant qualification) or relevant HR experience	• Relevant qualifications in office
Knowledge/Experience	Specific knowledge/ experience required for the role	• 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	• Experience of working in a similar role in a school environment
Skills	Line management responsibilities (No.)	• N/a	
	Forward and strategic planning	• N/a	
	Abilities	• N/a	
Personal Characteristics	Behaviours	•	
	Values	• Ability to demonstrate, understand and apply our values ○ Be unusually brave ○ Discover what's possible ○ Push the limits	



		○ Be big hearted	
Special Requirements		● 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	