



HR Officer

QEGSMAT Central Team

Permanent

37 hours per week - 52 weeks per year

Scale 6 £27,344 to £29,439 (Pay award pending)

QEGSMAT are seeking to appoint an experienced HR Officer to join our Central Team based in Ashbourne, Derbyshire. This role will support three secondaries and four primary age schools providing consistent and accurate advice to leaders.

This role will be the first point of contact for the schools in the Trust. The successful candidate will be able to demonstrate proven ability to provide effective advice on employment law, policies and procedures. You will be responsible for HR casework with support from the Head of HR on complex issues.

Preferably you will be CIPD qualified (or working towards) with proven experience within an HR function responsible for casework ideally within an education setting.

You will need to be highly organised, with the ability to multi task and maintain strong attention to detail. You will have strong communication skills with the ability to demonstrate a sensitive approach to confidential matters. In addition, you will need to demonstrate strong ICT skills with the ability to analyse data and present findings. There is a requirement to be able to travel to the schools in the Trust.

The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.

- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff
- 23 days holiday rising up to 26 days after five years' service; plus an extra 4 days' leave (known as extra statutory and concessionary)
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the central team, we would be happy to arrange this. Please call HR on 01335 340830. Further details about our trust can be found on our website: <https://www.qegsmat.com>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications:	8th October 2023
Interview date:	16th October 2023
Salary:	Scale 6 - £27,344 to £29,439 (Pay award pending)
Potential Start date:	ASAP



JOB DESCRIPTION

Post Title:	HR Officer
Responsible to:	Head of HR
Scale:	Scale 6 (£27,344 - £29,439 F.T.E.)
Hours:	37
Weeks per Annum:	52

Post Objectives:

The role will be the first point of contact to support the Trust schools with day-to-day operations ensuring necessary compliance with Trust policies, legislation and best practice. The role will operate as a HR generalist undertaking an array of areas with support from the HR administrator and Head of HR.

Duties and Responsibilities:

- Be the first point of contact for schools on all matters related to HR, providing timely, accurate and appropriate advice with support from the Head of HR on complex issues.
- Managing sickness absence, disciplinary and grievance casework across the Trust including support at hearings.
- Prepare and provide attendance reports using the Trust's HR system.
- Maintain accurate HR records (paper and electronic) with support from the wider HR team to ensure effective and efficient access to management information.
- Support schools with recruitment campaigns including advice and guidance linked to adverts, recruitment packs, interview guides and Safer Recruitment.
- Provide note taking support at formal HR meetings as required.
- Assist the Head of HR with policy development.
- Support HR projects e.g. induction, apprenticeships, training and development.
- Maintain the Trust's SCR and ensure compliance of the schools individual SCR.

- Undertake research and data analysis with a view to presenting findings to the Head of HR or other Senior Leaders.
- Prepare statutory returns e.g. Gender Pay Gap, Trade Union Facilities Time Reporting.
- Support delivery of training as appropriate.
- Support the completion of the School Workforce Census, working with the Trusts schools to resolve any queries.
- Keep up to date with legislative and regulatory changes in relation to employment law and safeguarding.

Methods of Working:

The post holder must:

- Maintain confidentiality and observe GDPR and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's Appraisal Policy and professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification – HR Officer

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths • Relevant Business Administration qualification or equivalent work experience 	<ul style="list-style-type: none"> • Relevant HR Qualification (e.g. CIPD Level 5 HR Consultant) 	<ul style="list-style-type: none"> • Application • Certificates
Skills	<ul style="list-style-type: none"> • Excellent communication skills, both written and oral, with the ability to communicate effectively with stakeholders at all levels • High level organisational skills • Strong ability to analyse and manipulate data • Report writing skills • Able to use all MS Office suite and be familiar with other bespoke databases • Able to work to tight deadlines, managing and prioritising time effectively • Excellent record keeping skills 		<ul style="list-style-type: none"> • Application • Selection process • References
Knowledge	<ul style="list-style-type: none"> • Proven experience of HR administration • Detailed knowledge and understanding of HR policies and procedures 	<ul style="list-style-type: none"> • A working knowledge of HR systems (e.g. HRIS, payroll etc.) 	<ul style="list-style-type: none"> • Application • Selection process • References

<p>Experience</p>	<ul style="list-style-type: none"> • Working in an environment where experience includes taking initiative and self-motivation within the remit of the role • Previous experience of working in a similar role • Experience of working in an education setting • Experience of managing data systems for reporting to management and other stakeholders • Working as a member of a team • Experience of dealing with confidential information 		<ul style="list-style-type: none"> • Application • Selection process • References
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Customer focussed • Have a positive attitude to personal development and training • Demonstrate excellent interpersonal skills • Demonstrate integrity, confidentiality, impartiality and empathy • Ability to be a self-starter and work independently • Ability to travel to all schools within the Trust 		<ul style="list-style-type: none"> • Application • Selection process • References

Print Name _____

Signature _____

Date _____