

Job Description

Post: Cluster HR Officer (Cluster)

Responsible to: Cluster Business Manager

To provide HR support to the Cluster Business Manager and Executive Business Manager. In particular, to provide an efficient and effective HR administration service to staff in conjunction with relevant policies across the schools in the Cluster.

Professional Responsibilities: HR for the schools in the Cluster:

1. Recruiting staff, sourcing job descriptions and appropriate salaries based market data, preparing adverts, screening application forms, co-ordinating the interview process.
2. Manage all paperwork for new starters, contract changes and leavers.
3. Update and regularly check the UL's HR system (ITRENT).
4. Develop and facilitate the Induction process for all new starters including setting up the probationary process for Line Managers.
5. Monitor and administer all employee records to include maternity, paternity requests and absence and sickness and provide reports to the Senior Leadership Team.
6. Manage HR personnel files to ensure they are kept up to date.
7. Reconcile payroll to ensure accurate and issue pay statements, contracts and pay information promptly.
8. Maintain staff records for Annual leave and update the HR system (ITRENT) as required.
9. Provide training where needed for relevant HR Policies along with advice and guidance.
10. Manage and facilitate investigations, employee relation matters including grievances and redundancy processes, liaising with all relevant parties.
11. Maintaining and updating Staff Handbook and HR procedures.
12. Develop and monitor wellbeing ideas within the school.
13. Promote rewards and benefits within the school and advise on any pension or pay changes that will have an effect on staff.
14. Keep up to date with UK Employment legislation.
15. Maintain and administer the Single Central Record and ensure all visitors / contractors have complied with Safeguarding procedures.
16. Process School Workforce Census and other returns.
17. Organise Mock Interview simulation day for students.
18. To handle all confidential correspondence with discretion.

General

- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other learning activities as required.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To ensure compliance by self and others with all health and safety policies and procedures.
- To establish constructive relationships and communication with contractors and other agencies/professionals.

- To attend and participate in regular meetings.
- To treat all users of the school with courtesy and consideration.
- To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

Other

- To undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- The post holder is expected to split their working time between each Academy in the cluster, and to periodically attend meetings or training at other United Learning schools or locations, therefore an element of travel is required within the role
- This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of each Academy. This is a newly created position within the Group Cluster Strategy, with scope for the post holder to shape the role and make it their own.

Culture

- To support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- To help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To help develop a school culture and ethos that is utterly committed to achievement.
- To support and work in collaboration with colleagues and other professional in and beyond the school.
- To act in the strictest confidence.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

Person Specification

Post: Cluster HR Officer
Responsible to: Cluster Business Manager

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Appropriate Experience 	<ul style="list-style-type: none"> • CIPD Qualification • Administration / Customer Service
SKILLS AND ABILITY:	<ul style="list-style-type: none"> • High standards of attention to detail • Ability to work to deadlines • Commitment to HR principles • Monitoring compliance & quality • Ensuring procedures are adhered to by building a positive rapport with staff • Persistent, assertive but fair • Advice, guidance and supportive • Confidentiality • Using initiative and interpreting need / issues from minimal information • Genuine ability to multitask and balance a demanding and variable workload • To be proactive, creative and resourceful with service provision • Good communication, interpersonal and liaison skills to a variety of audiences • Effective team working • Highly flexible • Organised and methodical manner • Maintain efficient record keeping systems • Excellent computer skills for accurate computer input and retrieval 	<ul style="list-style-type: none"> • Intermediate or Advanced use of ICT packages (ITRENT) • Experience in use of ARBOR/SIMS information system. ARBOR/SIMS data manipulation skills and report writing • Knowledge of first aid
DISPOSITION/ATTITUDE:	<ul style="list-style-type: none"> • Confident & professional with a good sense of humour • Resilient • Proactive & innovative 	

	<ul style="list-style-type: none"> • Commitment to Child Protection, Health & Safety, Equal Opportunities and safeguarding the welfare of all children 	
KNOWLEDGE AND EXPERIENCE:	<ul style="list-style-type: none"> • Undertaking a range of clerical / administrative duties and providing excellent customer service • Producing work of a high standard and organising work • Interacting with a wide range of people, including students • Monitoring & referring compliance and producing reports • Range of computer application including word, excel and management information systems 	<ul style="list-style-type: none"> • Understanding workings of a school • HR Administration systems, policies and procedures in particular ITRENT • Some knowledge of Employment Law • People Risk assessments • Young people