

Human Resources Officer job description

Post:	Human Resources Officer
Salary / Grade	Scale 5: Spine Point 22 – 25 £24,616 - £25,971
Hours	37 hours per week – term-time only + 10 days
Responsible to:	PA to Principal / Director of Finance and Operations

Location: COLAT Shoreditch Park

Job Purpose As an integral member of the administration team, the post holder will provide effective and efficient administrative support to the HR function within the academy, undertaking duties across a range of HR activities including recruitment and selection, data management and reporting, compliance and general HR administration.

Key Accountabilities

Recruitment and Selection

- To support the coordination of recruitment processes across the academy, including posting adverts, providing administrative support for scheduling and booking interviews, liaising with the candidates and producing recruitment panel packs
- To undertake the administration of all statutory pre-employment checks including DBS, references, right to work, health assessments and relevant new starter paper work
- To support the processing staff appointment documentation for successful candidates, including offer letters, contracts of employment and payroll administration
- To develop and maintain spreadsheets and trackers to ensure all relevant HR information is collected and maintained (e.g. DBS checks, dispatched and returned new starter paperwork and contracts etc.)
- To be responsible for putting together and maintaining new staff personnel files, ensuring the correct paperwork is in place and cross-referencing with SIMS/Payroll and the Recruitment Tracker to ensure completeness
- When required, to audit new starter files and chase new employees for relevant documentation to ensure everything is in place prior to appointment commencing
- As directed populate the academies Single Central Record, chasing information when required and ensuring the highest levels of accuracy is maintained
- To create staff ID badges and arrange delivery
- To support the initial induction process once the candidate is in post

Employee Relations Administration

- Support with the administration of employee relations casework. e.g. note taking at grievance and disciplinary meetings, arranging absence and capability meetings etc.
- In liaison with payroll, ensure maternity, paternity, adoption and share parental leave letters are administered in a timely fashion
- In liaison with payroll ensure relevant letters regarding absence pay entitlements are sent to employees in a timely fashion

Payroll

- To ensure all leaver paper work is administered accurately
- To ensure all new starter paper work is administered accurately
- Ensure all new offers and contracts are provided in line with start dates for payroll

Data Management and Reporting

- To manage the HR Information System to ensure that electronic employee records are accurate and up to date. This will include responsibility for data entry, and supporting regular and ad hoc reporting
- To support with the co-ordination the academy's School Workforce Census annual return
- To keep and maintain all HR policies both electronic and printed, ensuring that all current HR related policies and procedures are available

Performance Management, Appraisal and Staff Training

- To be an active participant in the academy's performance management processes, which will include an annual review and regular review of roles and responsibilities, in the interest of the academy's needs.
- To develop and maintain the PM cycle diary, reminding line managers when the initial, mid and final reviews should take place
- To provide administrative support to the performance management process
- To develop and maintain a staff training record of statutory training, e.g. fire safety, first aid etc.

Compliance

- To administer absence reporting and recording processes, ensuring that all absence is reported, recorded.
- To support on any required, follow up with the relevant line manager in accordance with the appropriate policies and procedures
- To provide administrative support to the probation process, ensuring accurate records are kept
- To support the coordination of the staff induction process
- As required, provide administrative support

General HR Administration

- To maintain an accurate and up-to-date paper and electronic filing system for personnel records
- To complete a range of HR related paperwork
- To process staff changes and staff leaving documentation and support with the arrangement of exit interviews

General

- To take an active role in the mentoring of students and undertaking supervision of students as directed.
- To work in collaboration with the COLAT Central HR team and COLASP administration team as appropriate.
- To cover for absent colleagues and undertake other duties commensurate with the grade. It is expected that you will work as part of the whole COLASP administration team providing support to the whole school.
- Uphold, follow and actively support the Trust's policies and procedures so that the funds available to the City of London Academies Trust are used properly, efficiently and effectively.
- Take personal responsibility for integrity, propriety and regularity in the management of public funds, and in the day-to-day operations of the organisation.

- Liaise with other departments and support staff over matters relating to Finance and whole-Trust issues.
- Attend staff meetings and training courses, conferences, seminars or other meetings as required by own training needs and the needs of the Trust.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Confidentiality

- Ensure that confidentiality is maintained and in line with agreed City of London policies and protocols.
- Ensure that statutory responsibilities are maintained, e.g. Data Protection and Freedom of Information.

Beliefs, Attitudes and Personal Attributes

- Self-aware and able to learn.
- Optimistic and enthusiastic.
- Values diversity and equality.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification – Human Resources Officer

	Essential	Desirable
Qualifications		
Right to work in the UK	✓	
Maths and English GCSE Grade 4 or above (of equivalent	✓	
Working towards a CIPD Qualification		✓
Experience		
Experience of working in a busy administrative role	✓	
Ability to manage conflicting demands and competing priorities		✓
Experience in a role that involved dealing with a variety of customers/stakeholders	✓	
Knowledge		
Good IT skills with knowledge of Microsoft Office Packages including Word, Outlook and Excel and G-Suite	✓	
Highly numerate - able to work confidently with figures		✓
A good level of spoken and written English – ability to write clearly and concisely	✓	
Skills, Abilities and Personal Qualities		
Strong administrative and organisational skills	✓	
Dependable, reliable and accountable for own behaviour	✓	
Conveys information clearly, accurately and adjusts to the audience's needs and requirements	✓	
Ability to deliver results	✓	
Well presented	✓	
Excellent verbal communication and interpersonal skills. In particular, an excellent phone manner	✓	
Good time management skills	✓	
Commitment to personal career development	✓	
Accuracy and attention to detail	✓	
Ability to work as part of a team	✓	
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓	