



## Wootton Academy Trust

### Job Description

#### HR Officer

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Purpose:</b>	To provide a comprehensive Human Resources (HR) service applying high quality, professional and effective solutions to HR related issues.
<b>Job Title:</b>	HR Officer
<b>Department:</b>	HR
<b>Location:</b>	Wootton Upper School
<b>Reporting Line:</b>	Executive Principal
<b>Hours:</b>	Full Time Term time only plus 1 week in the school holiday
<b>Line management responsibility for:</b>	HR Assistant
<b>Principal Accountabilities/ Responsibilities</b>	<p>To provide a professional advisory role in relation to HR related service and policy areas, providing detailed knowledge and expertise to senior management to inform policy and practice developments.</p> <p>To deal with staff and management queries on HR related issues. For example, maternity/paternity procedures, disciplinary issues, redundancy, ill health retirement processes.</p> <p>To develop improved guidance and materials for school managers and staff. For example, to develop and implement a coherent induction and exit programme for staff, review of the staff handbook, staff intranet information.</p> <p>To support Directors and Senior Leadership Team in implementing new legislation, personnel policies and procedures. Provide information for the Directors committee meetings, including preparation of documentation and HR related policies as required.</p>

	<p>To provide staff training on current HR related policy or procedures (either as a whole, group or individually)</p> <p>To establish, coordinate and assist with the delivery of INSET training for teaching and support staff, liaising with external agencies as appropriate.</p> <p>To review and oversee the performance management schedules for support staff to ensure that necessary deadlines are adhered to. To offer guidance and support to all line managers (teaching and nonteaching) in the performance management process as appropriate.</p> <p>To review and offer guidance on Fit to Work (or similar) status.</p> <p>To complete staffing returns for the DfE and other agencies as required.</p> <p>To collate exit interview information and advise the school Leadership Team of any issues or improvements arising.</p> <p>To develop and evaluate staff absence and sickness reports, advising and referring to Occupational Health as necessary</p> <p>To manage the recruitment process for School posts, including ensuring all pre-employment checks (DBS), issue new staff contracts and ensure that the recruitment process is compliant with legal requirements. Also includes drafting advertisements, construction of recruitment packs, advice on shortlisting and interview processes, reference reviewing.</p> <p>To issue annual part time teacher contracts, liaising with LT responsible for timetabling of part time teachers.</p> <p>To prepare and issue the annual teacher pay letter return, and similar for support staff.</p> <p>To liaise with Finance to deal with monthly payroll queries, liaising with the school contracted payroll provider as necessary regarding the submission of required paperwork by deadlines (e.g. contract change information).</p> <p>To maintain the school data base for personnel records with reference to the work force census returns.</p> <p>To create and monitor a central data sheet of staff grades and predicted increments (eg Threshold application eligibility) and ensure that the staffing structure is kept up to date.</p> <p>To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.</p> <p>To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, students or anybody</p>
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	<p>else on the Wootton Academy Trust's sites and away from the sites on school trips and visits.</p> <p>Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.</p> <p>To be responsible for following health and safety requirements in line with Trust policy and procedures.</p> <p>Undertake further training as required for your areas of responsibility.</p> <p>Undertake any other duties of a similar level and responsibility as may be required</p>
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Person Specification		
	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>GCSE English and Maths (grades A*-C) or equivalent</p> <p>Degree in a relevant subject or a demonstrable equivalent level of experience relevant to the role</p>	CIPD Qualification
<b>Experience</b>	<p>Experience of working in a HR role, covering all aspects of HR policies and procedures.</p> <p>Experience of working effectively with internal and external partners</p> <p>Experience of supervising others.</p>	<p>Experience of working in an educational setting</p> <p>Experience of working with Trade Unions</p>
<b>Knowledge &amp; Skills</b>	<p>Demonstrable knowledge of employment legislation and best practice in relation to a range of HR policies and procedures</p> <p>Excellent communication and interpersonal skills with an ability to work with personnel from all levels</p> <p>Ability to deal with difficult situations and not become emotionally involved</p> <p>Strong administrative skills with an accurate and well organised approach to work</p> <p>Good level of IT skills with experience of MS office</p> <p>Ability to work under pressure and to meet deadlines</p> <p>Ability to motivate and lead others</p>	<p>Knowledge of Safer Recruitment practices and procedures</p> <p>Ability to use SIMS</p>
<b>Personal competencies and qualities</b>	<p>Diplomatic, confidential and discreet</p> <p>Self-motivated and enthusiastic</p> <p>Commitment to high educational, professional and personal standards</p> <p>Commitment to equality principles.</p> <p>Willingness to undertake further professional development and training.</p>	

