



Job Description

Job Role:	HR Officer
Responsible to:	Executive Principal
Salary:	Band D, points 20-26; £28,371 to £32,909 pro rata dependent on hours worked. Actual Salary: £26,172 to £30,359 (37 hours per week) £21,221 to £24,615 (30 hours per week)
Hours of Work:	37 Hours per week Applications for part time (minimum 30 hours) or full time (37 hours) will be accepted. This role will be term time only plus 3 weeks (42 weeks – 48.1 weeks paid) by negotiation and hours are worked over Monday-Friday.

OVERALL RESPONSIBILITY

- In liaison with the Executive Principal and Trust Business Manager, to lead and direct all HR aspects of the Trust's business, delivering a comprehensive and effective HR service across the organisation;
- To oversee efficient and effective HR and payroll administration processes;
- To assist the Executive Principal and Trust Business Manager to strategically plan and implement the development of HR policies and practice which are statutory compliant and model best practice in order to meet the business needs of the Trust.

SPECIFIC DUTIES

Human Resources

- Keeping up to date with Solihull Alternative Provision Multi Academy Trust HR Policies and protocols and ensure these are used appropriately across the academies.
- Being the point of contact for general HR, wellbeing, pay and pension queries for Trust colleagues and take responsibility for managing payroll and pension queries. Manage historical pension queries and where appropriate escalate queries to the payroll team and Trust HR Advisory Service where appropriate.
- Co-ordinating reference requests for existing employees and conduct exit interviews.
- Ensuring maternity, paternity and adoption leave processes are completed accurately and in a timely manner.
- Providing appropriate reports for the Executive Principal, Business Manager and Principals/Headteachers as required from the Trust HR system. Monitoring absence reports and alerting the Principal/Headteacher and line managers to cases where the absence and Leave of Absence triggers have been met or absence levels are causing concern.
- Completing wellbeing and occupational health referrals and action any follow up as appropriate.

- Providing support and guidance for colleagues returning from long-term absence, managing phased return, risk assessments and wellbeing plans in line with Occupational Health guidance where applicable.
- Managing the arrangements for HR meetings, ensuring the appropriate paperwork is circulated ahead of the meeting and within agreed timelines, taking minutes, manage record keeping and ensuring follow up actions are in place and monitored.
- Managing risk assessments as appropriate to the role
- Managing induction and probation processes for all staff
- Collate relevant data and compile termly HR reports for Trustees and Local Advisory Board committee
- Contributing to the production of the School(s) workforce census, working with the Trust Business Manager

Recruitment and On-Boarding

- Leading on the recruitment and selection, including the administration, interview/selection and outcome stages
- Working with the Executive Principal and Trust Business Manager to continuously develop the Trust's recruitment processes
- Being first point of contact for the Trust Advisory Service, ensuring information and documentation are kept up to date in line with changes to employment law, HR best practice and statutory/safeguarding updates
- Supporting the recruitment and onboarding processes using the Trust HR System
- Producing new appointment paperwork; offer letters and contracts using Trust HR System.
- Completing DBS and other safer recruitment pre-employment checks and complete any follow up checks as appropriate
- Processing all paperwork associated with employment changes and variations to contracts. maintain all employee personnel files, ensuring archiving of leavers and cleansing of information held in line with the Data Protection Act
- Managing the administration of annual pay reviews in line with Trust policy
- Ensuring that induction and probation processes are managed effectively across the Trust
- Ensuring that all employee personnel files are set up and maintained in line with Trust protocols
- Escalating any concerns to the Principal/Headteacher or Executive Principal

Payroll

- Processing any contractual changes for payroll and producing variation and other contract change letters as appropriate using the Trust HR system
- Processing ad-hoc and timesheet payments
- Making monthly payroll checks to ensure all employees are correctly paid

Staff Development and CPD

- Supporting and maintaining systems for monitoring employee professional performance reviews and contributing to CPD as appropriate to the role

- Ensuring e-training is assigned and completed in line with the mandatory and optional requirements set by the Trust.

Attendance Management Monitoring

- Being the key contact for staff attendance management
- Being responsible for undertaking return to work interviews (as needed) and welfare meetings
- Managing HR meetings and ensuring that appropriate paperwork is circulated on time and taking notes at meetings and ensuring any follow up is actioned
- Presenting appropriate data to the fortnightly update meeting with the Executive Principal
- Keeping attendance records up to date and provide trigger reports to the Headteacher/Principal/Executive Principal as required

Continuing Professional Development – Personal

1. In conjunction with the Trust Business Manager taking responsibility for personal professional development, which may lead to improvements in the day-to-day running of the Trust
2. Undertaking any necessary professional development as identified in the Trust Strategic Plan taking full advantage of any relevant training and development available.
3. Maintaining a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Trust Business Manager or the incumbent of the post.

Solihull Alternative Provision Multi Academy Trust is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants, as well as two satisfactory references and other pre-employment checks. We are a socially inclusive Trust and committed to actively promoting equal opportunities for all our staff and pupils. As part of the recruitment process we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use this data, meeting Data Protection Regulations in line with GDPR compliance.

We provide all members of staff who join Solihull Alternative Provision Multi Academy Trust with a full induction programme

Compiled by: SST/FCA	Revision Number 1
Agreed by	Date : 20/04/2023