

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Human Resources Officer
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>Advice & Guidance To guide, coach, support and advise line managers to understand and implement HR policies and procedures.</p> <p>To analyse and interpret policies and procedures in order to influence the actions of line managers across the service units. Challenge current practice and make recommendations for improvement on policy and procedure.</p> <p>Provide advice to managers and staff on the interpretation and application of terms and conditions of service and contractual issues.</p> <p>Devise and implement creative solutions to more serious issues, identify and associated risk and enable managers to make informed and timely decisions on a range of staffing matters.</p> <p>To effectively manage a caseload on service level employee relations issues e.g. discipline, grievance, capability, managing attendance conflict, etc. and drive forward the best practice.</p> <p>To ensure service standards are maintained, improved and redressed where appropriate.</p> <p>To support managers in fulfilling responsibilities around trade unions consultation on local collective and individual employee issues.</p> <p>To ensure own continuous professional development and that knowledge is up to date in line with latest HR and associate legal developments.</p> <p>To represent HR and participate in various projects and internal groups across the organisation, from time to time.</p> <p>Liaise with HR and Legal SLA provider on legal and HR related issues.</p> <p>Attend weekly meetings with senior staff to advise on HR issues.</p>

Staff Management

To participate in the recruitment of staff and handle related administration. Be responsible for ensuring the recruitment procedures are in line with Academy policies.

To manage the administration of personnel matters for staff, including appointment, issuing of contracts of employment, conditions of service, insurances, resignation, end of fixed term contract, sickness and other absence.

To record and monitor staff absence and make recommendations if absences become frequent or prolonged.

Write letters to employees regarding maternity leave arrangements, contract variations, and other letters to employees as the need arises.

To handle discipline and grievance matters, and make recommendations to the Governing Body/Trustees.

Ensure that Academy expectations in relation to all aspects of day to day practice are modelled, in order to support other staff in understanding and responding to high expectations required by the Academy.

Be responsible for supporting and challenging staff in line with Academy staff management policies, including management of staff in relation to conduct, capability and attendance.

Lead on the implementations and monitoring of consultation and facilities time arrangements for Trade Union/Association representatives.

Lead on and monitor the effective use of staff access to support, counselling, Occupational Health and Stress Management support services both internally and externally in accordance with the Academy Personnel Policies and procedures including Stress Management and Health.

Lead and report at least annually upon the implementation of staff support policies and procedures: including Stress Management and Health.

Continuous Professional Development and Performance Management of Support Staff

Work with members of the Academy Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

To monitor and evaluate CPD and training across the organization

To provide monthly reports on the CPD costs to the Academy Director of Finance

Construct and maintain a CPD/training database to keep track of mandatory training, when it was undertaken, what other CPD/training has been undertaken.

To co-ordinate the performance management process across the organization

	<p>Pensions Administration Day to day administration of Teachers Pensions re starters, leavers and ad hoc forms.</p> <p>Write to employees advising them of pension rate applied.</p> <p>Queries regarding missing service for teachers.</p> <p>Cover Provision To manage cover provision in co-ordination with Cover Supervisors</p> <p>To provide monthly reports on the provision of cover costs to the Academy Finance Officer</p> <p>Single Central Register To put new recruits on the single central register, and be responsible for safer recruitment, DBS checks and ensuring that safeguarding procedures are followed throughout.</p> <p>Academy Policies To implement all Academy HR policies and procedures</p> <p>To assist with the writing of policies, in liaison with the Academy Leadership Team, and to ensure all academy policies are up to date with changes in legislation and policy.</p> <p>To implement Data Protection Policy across the organisation.</p> <p>To ensure that in all HR, data protection and administrative areas the Academy is OFSTED compliant and OFSTED ready at all times, both in terms of practice and of record keeping.</p> <p>To provide employee benefits information for P11D's where relevant.</p> <p>This job description is not necessarily a comprehensive definition of the combined posts. The posts will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to:	Vice Principal
Responsible for:	Providing an effective administrative support service to the Principal and an effective Human Resources management to the Principal and Academy Leadership Team.
Liaising with:	Principal, Vice Principal, Director of Finance, external agencies as appropriate, staff and students.
Nature of Contract:	Standard Terms and Conditions of Support Staff

Salary Scale:	Salary & hours subject to negotiation & experience.
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.
Section Two Professional Duties and Responsibilities	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Specialism's	All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.
Self Development	To continually seek development opportunities to improve personal performance Vice Principal is advised of training needs. Development opportunities are sought/acted upon.
Attitude	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.